

# INVITATION TO BID: For supply and installation of special furniture and wooden partitions

Deadline for submission of offers: Friday 26 July 2002

## 1. Subject of Tender

1.1. Award of contract to one or more suppliers for supply and installation of special furniture and wooden partition for Brcko District Court buildings complex.

1.2. All awards will be made in complete lots as listed below.

1.3. Bidders may quote for any number of lots.

1.4. The equipment offered must be to the following specification:

### LOT 1 – SHELVES FOR ARCHIVE

68.06 meters long, carrying capacity 0.55 kN per shelf.

Version I – made from steel plate, coloured with effect varnish

Version II – construction made from steel plate, and shelves made from chipboard or MDF boards in anthracite gray color, rounded with ABS tape thickness 2 mm. Minimal thickness of board is d=25 mm. Specification as per Attachment 1.

### LOT 2 – METAL CUPBOARD FOR ARCHIVE: 10 pcs

Fire-proof metal cupboard made from flat steel plate with

double walls, dimension 90x50x200-250 cm. Air space between walls protect from fire for 30 minutes. Closing mechanism need to be in two directions and located in right door.

### **LOT 3 – PARTITION FOR COURTRoomS: 50.43 meters + 12 curved parts**

Basic construction made from cooked beech, 95 cm high. Filled with chipboard covered with cherry veneer. Thickness of top board 5 cm, made from cooked beech, profiled as per attached drawings. Width of all doors in fence should be same as distance between posts. Attachment 2 represents courtroom 1, Attachment 3 represents courtrooms 15 and 47, and attachment 4 represents courtrooms 11, 12, 13, 24, 25 and 49.

### **LOT 4 – SHELVES FOR LIBRARY: 22 meters long**

Made from chipboard 25 mm, covered with natural cherry veneer, rounded with sliced veneer 3 mm, protected with polyurethane varnish with 60 % shine. Offer 3 versions: with closed back part, with opened back part, and with closed back part and glass doors. Specification as per Attachment 5.

### **LOT 5 – CUPBOARD FOR MAGAZINES: 1 pcs**

Made from chipboard 25 mm, covered with natural cherry veneer, rounded with sliced veneer 3 mm, protected with polyurethane varnish with 60 % shine. Rounded with ABS tape. Specification as per Attachment 6.

### **LOT 6 – CUPBOARDS FOR LANDREGISTRY BOOKS: 19 pcs**

Cupboard made from chipboard 25 mm, covered with melamine foil in anthracite grey color. Complete outside construction reinforced by using material 2x25 or 50 mm. Rounded with ABS tape. When selecting material please keep on mind that the shelves will carry significant weight, so it is necessary to choose material that will not deform. Specification, Attachment 7.

### **LOT 7 – CUPBOARDS FOR REGISTER-BOOKS: 6 pcs**

Made from chipboard 25 mm, covered with melamine foil in anthracite grey color, rounded with ABS tape. Vertical separators should be made from plywood 8-10 mm. Specification as per Attachment 8.

### **LOT 8 – CUPBOARD FOR COURT FILES: 7 pcs**

Made from chipboard, covered with melamine foil in anthracite gray color, rounded with ABS tape, with doors as per attachment 6. Cupboard for court files should be de-mountable in three vertical parts so that parts could be joined in one part. Doors should be 18 mm thick with hinges and lock. Specification as per Attachment 9.

#### **2. Warranty and servicing conditions**

2.1. The following must be submitted with the offer:

– Description and duration of warranty conditions

2.2. Bidders will guarantee to OHR that items delivered under the terms of the Contract shall be in new condition, free of damage and/or defect in workmanship.

2.3. Successful bidders shall repair or replace any item found to be faulty or damaged under the terms of warranty, at no cost to the OHR.

2.4. Successful bidders shall honour all provisions of Guarantees and Warranties provided by the manufactures of all equipment delivered to OHR which can not be less than 12 months.

### **3. Delivery of bids**

3.1 Suppliers can submit offers for each of the Tender sections (LOT).

3.2. Offers must include the following:

- Name and address of supplier, contact phone number and name of the contact person.
- Detailed description of offered equipment.
- Catalogues with clearly marked equipment that is offered.
- All information about prices and payment terms.
- Equipment delivery cost into premises of Court complex in Brcko District, if not included in the price.
- Cost for equipment installation into premises of Court complex in Brcko District, if not included in the price.
- Delivery time to Brcko District. Please note that delivery times will be an important consideration in deciding the awards, in addition to price and specification.
- Time needed for installation of equipment.
- Guarantees terms.
- Reference list.
- Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

After installation of equipment, supplier is obliged to remove from Court premises all material used for packing.

Incomplete offers (part of any Lot) will not be considered.

3.3. OHR, as diplomatic organization, is exempt from payment of all taxes and duties and all prices quoted should exclude such charges.

3.4. Prices must be in KM (Convertible Marks) or EURO. OHR payment terms are bank transfer within 30 days from the date of delivery and installation.

3.5. Contract concluded with OHR will include conditions and deadlines stated in your offer, and will be attached to the Contract and considered legally binding for the duration of the Contract.

3.6. Deadline for submission of offers is Friday 26 July 2002

**by 17:00 hours.**

3.7. OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. OHR will not bear any costs of bidders of preparation of offer.

3.8. By taking part in this Tender, bidders confirm that they are registered for performing of business which is subject of this Tender.

3.9. All offers must be submitted in sealed envelope marked "Tender for special furniture" to the following address, latest by Friday 26 July 2002:

***Head of Procurement  
OHR Sarajevo  
Emerika Bluma 1  
71000 Sarajevo, BiH***

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

[Attachment 4](#)

[Attachment 5](#)

[Attachment 6](#)

[Attachment 7](#)

[Attachment 8](#)

[Attachment 9](#)