

# **INVITATION TO BID: Stationery Supplies and Toners/Cartridges**

**Deadline for bid submission: Friday 14 December 2001.**

1. OHR wishes to invite bids for the supply of Stationery Supplies, and Toners & Cartridges as shown the attached lists.
2. OHR intends to award a supply contract for twelve months commencing January 2002. Individual orders may be placed on the terms of this contract at any time. The successful bidder will be expected to supply any of the listed items, and in any quantity.
3. In all cases deliveries will be to OHR warehouse in Sarajevo.
4. In all cases the Stationery Items will be as described on the lists, and the Toners & Cartridges must be original HP and Canon. No substitutes will be accepted.
5. The estimated value of one years supply of these items is:

Stationery: 50,000 KM

HP Toner & Cartridges: 30,000 KM

Canon Toner & Cartridges: 10,000 KM

The above values are genuine pre-estimates of expected usage, but are ESTIMATES only, and are given by OHR without commitment.

6. Please quote your best price in KM for each item shown, in the same order as the list. All prices must remain fixed for the duration of the proposed contract. You should note that OHR, as a diplomatic organisation, is exempt from all taxes and customs duty and your prices should exclude all such taxes and duties.
7. All items ordered must be delivered to OHR warehouse in Sarajevo at no additional charge.
8. Delivery times must be clearly stated.
9. You may bid for all items, or for Stationery only (or Toners only) only if you wish, but incomplete lists will not be considered. If for any reason your firm is not able to provide or quote for any item on a list, please provide a brief (one line) written explanation.
10. If selected for award, the terms and prices indicated in your bid may be annexed to the supply contract and considered legally binding for the duration of the contract.
11. OHR payment policy is bank transfer 30 days after delivery and invoice certification.
12. Bids will be evaluated on the basis of completeness, unit costs, and delivery times. OHR reserves the right to make multiple awards, based on any of the above criteria, or conclude the issue without award.
13. By submission of this tender the bidder is confirming that it is legally allowed to import/export or is otherwise licensed to operate as a supplier in its state/location of operation.
14. Any questions or requests for further information must be made in writing to the Head of Procurement, by fax, at the number shown above. Contact with other OHR officers or staff regarding this invitation to bid may be considered grounds for disqualification.
15. Completed bids should be in a sealed envelope clearly marked **Stationery Tender** and delivered **no later than Friday 14 December 2001** to the following address:

Head of Procurement  
Emerika Bluma 1  
71000 Sarajevo  
Bosnia and Herzegovina

No.	Item	Price (KM)	No.	Item	Price (KM)
1	HP 51626A	-	1	CANON NPG 1	-
2	HP 51629A	-	2	CANON NPG 4	-
3	HP C1823A	-	3	CANON NPG 10	-
4	HP 51645A	-	4	CANON NPG 12	-
5	HP C1823D	-	5	CANON NPG 13C	-
6	HP C6578D	-	6	CANON NPG 14	-
7	HP 51649A	-	7	CANON BX3	-
8	HP 51641A	-	8	CANON FX2	-
9	HP C3903A	-	9	CANON FX4	-
10	HP C4127A	-	10	CANON FX6	-
11	HP C4129X	-			
12	HP C4092A	-			
13	HP C4096A	-			
14	HP 92298A	-			

No.	Item	-	Description/opis	Price (KM)
1	Binder - Large	Registrator - široki	Leitz 1010, Manu 2030	-
2	Binder - Small	Registrator - uski	Leitz 1015, Manu 2035	-
3	Carton folder	Kartonska fascikla	Kartonska fascikla sa 3 klapne, 280 g	-
4	Carton folder with rubber	Kartonska fascikla sa gumicom	Kartonska fascikla sa 3 klapne, 400 g, sa gumom, lakirana	-
5	Clips - maxi	Spajalice br. 5	-	-
6	Clips - mini	Spajalice br. 3	-	-
7	Clips - butterfly	Spajalice - leptir	-	-
8	Correction fluid	Tecni korektor	-	-
9	Date stamp	Pecat datumar	Trodat 4810, Colop S120	-
10	Dividers in 10 colors	Separatori 1/10 color	Esselte 44878, Manu 4321, Leitz 4321	-
11	Floppy discs (10/1)	Floppy diskete (10/1)	Sony, TDK,	-
12	Gluestick 10 g	Ljepilo u sicku 10 g	-	-
13	Highlighters	Text marker	Stabilo BOSS, Eding 343	-
14	Hole punch, 2 holes big	Busilica velika	Leitz 5180, Esselte 502	-
15	Hole punch, 2 holes small	Busilica mala	Leitz 5008, Esselte 252	-
16	Hanging folder for file cabinet	Viseca fascikla	Leitz 1915, Esselte 9301	-
17	In-tray	Ladica za postu	Leitz 5227	-
18	Markers - thin (1/4)	Flomaster tanki - set 4 kom	Stabilo 841/4, Pilot SC-OHF-S4	-

19	Markers for whiteboard	Flomaster pisi-brisi	Stabilo Plan 42, Pilot VBMA-M, UNI PWB-4M	-
20	Note pad A6	Blok A6	Spiralni uvez, zadnja strana tvrda, jednobojna	-
21	Note pad A4	Blok A4	Spiralni uvez, zadnja strana tvrda, jednobojna	-
22	Note pad A5	Blok A5	Spiralni uvez, zadnja strana tvrda, jednobojna	-
23	Pen - ball point	Olovka - hemijska	Pilot BP-S fine, Uni SA-S FINE	-
24	Pen - roller ball	Olovka - tinta	Pilot BL G-2 - 7, UNI 152(07)	-
25	Phone book A4	Teka index A4	Tvrđi uvez, jednobojni	-
26	Phone book A5	Teka index A5	Tvrđi uvez, jednobojni	-
27	Post-it notes 76×76	-	Post-it, Tix, Esselte	-
28	Plastic paper pockets with holes	“U” fascikla	80 mikronska	-
29	Plastic paper pockets - side opening	“L” fascikla	80 mikronska	-
30	Ruler 30 cm	Linijar 30 cm	-	-
31	Sellotape Brown	Selotejp smeđji - plastika	3M, Aero, 50/66	-
32	Sellotape Transparent Big	Selotejp providni - plastika	3M, Aero, 50/66	-
33	Sellotape small	Selotejp providni mali	3M, Aero, 15/33	-
34	Shrapner - metal	Siljalo metalno	-	-
35	Stapler	Heft masina	Leitz 5504	-
36	Staples	Municija za heft masinu 24/6	Leitz 5570	-
37	Staplers extractor	Cupko mali	-	-