Supply CANON copy and fax machines

OFFICE OF THE

HIGH REPRESENTATIVE

Emerika Bluma 1, 71000 Sarajevo

Bosnia and Herzegovina

INVITATION TO BID

For supply CANON copy and fax machines

Deadline for submission of offers: 01 October 2004

1. Subject of Tender

1.1. Office of the High Representative invites bids for supply of CANON copy and fax machines.

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

No.	Specification	Quantity
1	**IR 3300 copy machine**	**1**
	Image reader B1 with DADF H1	
	Finisher J1	
	Pedestal	
	Delivery and installation to OHR Sarajevo	
2	**IR 5000 copy machine**	**4**
	DADF D1	
	Finisher F1	
	Paper deck G1	
	Delivery and installation to OHR Sarajevo	
3	**L-2000 fax machine**	**3**
	handset with stand	
	Delivery and installation to OHR Sarajevo	

2. Instructions to biders

2.1 Offers must include the following:

– Name and address of supplier, contact phone number and name of the contact person.

– Detailed description of offered equipment

– All information about prices and payment terms

– Delivery costs, if not included in the price

– Installation costs, if not included in the price

– Delivery time

– Detailed manufacturer guarantee terms

– Proof that supplier if authorized CANON partner

– Company reference list

– Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

Incomplete offers will not be considered.

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

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

2.5. Contract concluded with OHR will include unit prices and other terms stated in your offer. Your offer will be attached to the contract and considered legally binding for the duration of the contract.

2.6. Award of contract will be made based on price, payment terms, delivery time, delivery costs or any combination of those or other elements.

2.7. Deadline for submission of offers is 01 October 2004 .

2.8. 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 in process of preparation of offer.

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

2.10. All offers must be submitted in sealed envelope marked “Tender for CANON equipment” to the following address, latest by 01 October 2004 by 17:00 hours:

Head of Logistics

OHR Sarajevo

Emerika Bluma 1

71000 Sarajevo

Bosnia and Herzegovina