# *ANNEX II + III:* TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

**Contract title: Supply of Printing Material and Office Stationary p 1 /…**

**Publication reference:** **16/CUAMM/ETH/2022**

**Columns 1-2 should be completed by the contracting authority**

**Columns 3-4 should be completed by the tenderer**

**Column 5 is reserved for the evaluation committee**

Annex III - the contractor's technical offer

The tenderers are requested to complete the template on the next pages:

* Column 2 is completed by the contracting authority shows the required specifications (not to be modified by the tenderer),
* Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words ‘compliant’ or ‘yes’ are not sufficient)
* Column 4 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation

The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offeredspecifications.

**LOT 1 – Selection of eligible Printing Material**

| **1.**  **Item number** | **2.**  **Specifications required** | **3.**  **Specifications offered** | **4.**  **Notes, remarks,  ref. to documentation** | | **5.**  **Evaluation committee’s notes** | |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | PAD, A5 size & Cover 180gm, text page 60gm consists 50 paired pages each with NCR (original and copy), Perforate, Perfect Binding. |  | |  | |  |
| **2** | PAD, A4 size & Cover 180gm, text page 60gm consists 50 paired pages each with NCR (original and copy), Perforate, Perfect Binding. |  | |  | |  |
| **3** | T-shirts with collar with printed logo and messages |  | |  | |  |
| **4** | T-shirts with printed logo and messages |  | |  | |  |
| **5** | Bags with printed message |  | |  | |  |
| **6** | Umbrella with printed logo and messages |  | |  | |  |
| **7** | Rubber boots with printed logo and messages |  | |  | |  |
| **8** | Pen with printed logo and messages |  | |  | |  |
| **9** | Sweater with printed logo and messages |  | |  | |  |
| **10** | Vest with printed logo and messages |  | |  | |  |
| **11** | Posters A2 colour |  | |  | |  |
| **12** | Posters A3 colour |  | |  | |  |
| **13** | Posters A4 colour |  | |  | |  |
| **14** | Brochure black and white 50 pages |  | |  | |  |
| **15** | Brochers colour 50 pages |  | |  | |  |
| **16** | Banner 150 cm x 300 cm with rings |  | |  | |  |
| **17** | Banner 100 cm x 300 cm with rings |  | |  | |  |
| **18** | Banner 200 cm x 200 cm with rings |  | |  | |  |
| **19** | EPI card color printing with glosy paper hard cover |  | |  | |  |
| **20** | Stickers 3 cm x 10 cm |  | |  | |  |
| **21** | Stickers 6 cm x 20 cm |  | |  | |  |
| **22** | Stickers 12 cm x 20 cm |  | |  | |  |
| **23** | Back packs high quality standard / computer bag with printing logo and message |  | |  | |  |
| **24** | Booklet, average of 25 pages, with glosy paper, black & white, A4 size |  | |  | |  |
| **25** | Booklet, average of 50 pages, with glosy paper, colour, A4 size |  | |  | |  |
| **26** | Booklet, average of 50 pages, with glosy paper, black & white, A4 size |  | |  | |  |
| **27** | Fact sheet 1-2 pages, A4 size coloured, glossy paper |  | |  | |  |
| **28** | Fact sheet 1-2 pages,A4 size black & white,glossy paper |  | |  | |  |

**LOT 2 – Selection of eligible Office Stationary Suppliers**

| **1.**  **Item number** | **2.**  **Specifications required** | **3.**  **Specifications offered** | **4.**  **Notes, remarks,  ref. to documentation** | | **5.**  **Evaluation committee’s notes** | |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Toner HP 49 A  Unit: piece |  | |  | |  | |
| 2 | Toner Canon 2520  Unit: piece |  | |  | |  | |
| 3 | Toner HP 85ª  Unit: piece |  | |  | |  | |
| 4 | Toner Canon 2425  Unit: piece |  | |  | |  | |
| 5 | Spray for white board  Unit: piece |  | |  | |  | |
| 6 | Spray for computer  Unit: piece |  | |  | |  | |
| 7 | Calculator  Unit: piece |  | |  | |  | |
| 8 | Calculator with paper  Unit: piece |  | |  | |  | |
| 9 | Binder Clips de 51mm  Unit: piece |  | |  | |  | |
| 10 | Binder Clips de 32mm  Unit: piece |  | |  | |  | |
| 11 | Binder Clips de 16mm  Unit: piece |  | |  | |  | |
| 12 | Hole puncher  Unit: piece |  | |  | |  | |
| 13 | Hole puncher big  Unit: piece |  | |  | |  | |
| 14 | Paper Clips de 28mm  Unit: packet |  | |  | |  | |
| 15 | Paper Clips de 50mm  Unit: packet |  | |  | |  | |
| 16 | Stapler  Unit: piece |  | |  | |  | |
| 17 | Giant stapler  Unit: piece |  | |  | |  | |
| 18 | Staples  Unit: packet |  | |  | |  | |
| 19 | Staple for giant stapler  Unit: packet |  | |  | |  | |
| 20 | Staple puller  Unit: piece |  | |  | |  | |
| 21 | Highlighter marker  Unit: box 1 x 5 pieces |  | |  | |  | |
| 22 | Note book A5  Unit: packet 1 x 6 pieces |  | |  | |  | |
| 23 | Note book A4  Unit: packet 1 x 6 pieces |  | |  | |  | |
| 24 | Clear bag  Unit: packet 1 x 10 pieces |  | |  | |  | |
| 25 | Envelope A4  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 26 | Envelope A5  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 27 | Envelope A6  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 28 | Document protector (transparent plastic)  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 29 | Pen  Unit: packet 1 x 60 pieces |  | |  | |  | |
| 30 | Pencil  Unit: packet 1 x 12 pieces |  | |  | |  | |
| 31 | Sharpener  Unit: piece |  | |  | |  | |
| 32 | Eraser  Unit: piece |  | |  | |  | |
| 33 | Document separator A4  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 34 | Hardboard paper A4  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 35 | Plastic transparent hardboard for binding A4  Unit: packet 1 x 100 pieces |  | |  | |  | |
| 36 | Binder machine  Unit: piece |  | |  | |  | |
| 37 | Binding rings (spirals) 8mm  Unit: piece |  | |  | |  | |
| 38 | Binding rings (spirals) 10mm  Unit: piece |  | |  | |  | |
| 39 | Binding rings (spirals) 12mm  Unit: piece |  | |  | |  | |
| 40 | Laminating machine  Unit: piece |  | |  | |  | |
| 41 | Wireless mouse7  Unit: piece |  | |  | |  | |
| 42 | USB 1 Tetra  Unit: piece |  | |  | |  | |
| 43 | USB 32 Giga  Unit: piece |  | |  | |  | |
| 44 | Wireless headphones with microphone  Unit: piece |  | |  | |  | |
| 45 | Headphone with microphone  Unit: piece |  | |  | |  | |
| 46 | Round stamp with Logo and text  Unit: piece |  | |  | |  | |
| 47 | Rectangular stamp with logo and text  Unit: piece |  | |  | |  | |
| 48 | PAID STAMP  Unit: piece |  | |  | |  | |
| 49 | Paper ream A4  Unit: Box 1 x 5 Pkt |  | |  | |  | |
| 50 | Paper case with  Unit: piece |  | |  | |  | |
| 51 | Scale 30 cm  Unit: piece |  | |  | |  | |
| 52 | Extension with 3 sockets 3 meters cable  Unit: piece |  | |  | |  | |
| 53 | Extension with 3 sockets 5 meters cable  Unit: piece |  | |  | |  | |
| 54 | Extension with 5 sockets 5 meters cable  Unit: piece |  | |  | |  | |
| 55 | Universal socket adaptor  Unit: piece |  | |  | |  | |
| 56 | Electrical stabilizer UPS 600 WATT  Unit: piece |  | |  | |  | |
| 57 | Electrical stabilizer UPS 1000 WATT  Unit: piece |  | |  | |  | |
| 58 | Electrical stabilizer UPS 1500 WATT  Unit: piece |  | |  | |  | |
| 59 | File box  Unit: piece |  | |  | |  | |
| 60 | Small file box  Unit: piece |  | |  | |  | |
| 61 | Paper spring folder  Unit: piece |  | |  | |  | |
| 62 | Permanent markers  Unit: 1 Pkt 1 x 10 pc |  | |  | |  | |
| 63 | White board markers  Unit: 1 Pkt 1 x 10 pc |  | |  | |  | |
| 64 | White board eraser  Unit: piece |  | |  | |  | |
| 65 | Giant paper  Unit Block |  | |  | |  | |
| 66 | White board 80cm x 120 cm  Unit: piece |  | |  | |  | |
| 67 | White board 120cm x 200cm  Unit: piece |  | |  | |  | |
| 68 | Information board 80cm x 120cm  Unit: piece |  | |  | |  | |
| 69 | Scissors  Unit: piece |  | |  | |  | |
| 70 | Sealing tape  Unit: piece |  | |  | |  | |
| 71 | Paper sealing tape  Unit: piece |  | |  | |  | |
| 72 | Pioneer  Unit: Pkt 1 x 50 |  | |  | |  | |
| 73 | Post-it  Unit: Pkt 1 x 10 |  | |  | |  | |
| 74 | Glue Stick  Unit: piece |  | |  | |  | |
| 75 | Metal Fastener 8 cm  Unit: 1 Pkt 1 x 50 pc |  | |  | |  | |
| 76 | Metal shelves 180cm x 120cm x 40cm  Unit: piece |  | |  | |  | |
| 77 | Photocopy B/W A4  Unit: page |  | |  | |  | |
| 78 | Colour Photocopy A4  Unit: page |  | |  | |  | |
| 79 | Photocopy B/W A3  Unit: page |  | |  | |  | |
| 80 | Colour Photocopy A3  Unit: page |  | |  | |  | |
| 81 | Printing B/W A4  Unit: page |  | |  | |  | |
| 82 | Colour printing A4  Unit: page |  | |  | |  | |
| 83 | Printing B/W A3  Unit: page |  | |  | |  | |
| 84 | Coulor printing A3  Unit: page |  | |  | |  | |