# *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 AUnit: piece |  |  |  |
| 2 | Toner Canon 2520Unit: piece |  |  |  |
| 3 | Toner HP 85ªUnit: piece |  |  |  |
| 4 | Toner Canon 2425Unit: piece |  |  |  |
| 5 | Spray for white boardUnit: piece |  |  |  |
| 6 | Spray for computerUnit: piece |  |  |  |
| 7 | CalculatorUnit: piece |  |  |  |
| 8 | Calculator with paperUnit: piece |  |  |  |
| 9 | Binder Clips de 51mmUnit: piece |  |  |  |
| 10 | Binder Clips de 32mmUnit: piece |  |  |  |
| 11 | Binder Clips de 16mmUnit: piece |  |  |  |
| 12 | Hole puncherUnit: piece |  |  |  |
| 13 | Hole puncher bigUnit: piece |  |  |  |
| 14 | Paper Clips de 28mmUnit: packet |  |  |  |
| 15 | Paper Clips de 50mmUnit: packet |  |  |  |
| 16 | StaplerUnit: piece |  |  |  |
| 17 | Giant staplerUnit: piece |  |  |  |
| 18 | StaplesUnit: packet |  |  |  |
| 19 | Staple for giant staplerUnit: packet |  |  |  |
| 20 | Staple pullerUnit: piece |  |  |  |
| 21 | Highlighter markerUnit: box 1 x 5 pieces |  |  |  |
| 22 | Note book A5Unit: packet 1 x 6 pieces |  |  |  |
| 23 | Note book A4Unit: packet 1 x 6 pieces |  |  |  |
| 24 | Clear bagUnit: packet 1 x 10 pieces |  |  |  |
| 25 | Envelope A4Unit: packet 1 x 100 pieces |  |  |  |
| 26 | Envelope A5Unit: packet 1 x 100 pieces |  |  |  |
| 27 | Envelope A6Unit: packet 1 x 100 pieces |  |  |  |
| 28 | Document protector (transparent plastic)Unit: packet 1 x 100 pieces |  |  |  |
| 29 | PenUnit: packet 1 x 60 pieces |  |  |  |
| 30 | PencilUnit: packet 1 x 12 pieces |  |  |  |
| 31 | SharpenerUnit: piece |  |  |  |
| 32 | Eraser Unit: piece |  |  |  |
| 33 | Document separator A4Unit: packet 1 x 100 pieces |  |  |  |
| 34 | Hardboard paper A4Unit: packet 1 x 100 pieces |  |  |  |
| 35 | Plastic transparent hardboard for binding A4Unit: packet 1 x 100 pieces |  |  |  |
| 36 | Binder machineUnit: piece |  |  |  |
| 37 | Binding rings (spirals) 8mmUnit: piece |  |  |  |
| 38 | Binding rings (spirals) 10mmUnit: piece |  |  |  |
| 39 | Binding rings (spirals) 12mmUnit: piece |  |  |  |
| 40 | Laminating machineUnit: piece |  |  |  |
| 41 | Wireless mouse7Unit: piece |  |  |  |
| 42 | USB 1 TetraUnit: piece |  |  |  |
| 43 | USB 32 GigaUnit: piece |  |  |  |
| 44 | Wireless headphones with microphoneUnit: piece |  |  |  |
| 45 | Headphone with microphoneUnit: piece |  |  |  |
| 46 | Round stamp with Logo and textUnit: piece |  |  |  |
| 47 | Rectangular stamp with logo and text Unit: piece |  |  |  |
| 48 | PAID STAMPUnit: piece |  |  |  |
| 49 | Paper ream A4Unit: Box 1 x 5 Pkt |  |  |  |
| 50 | Paper case withUnit: piece |  |  |  |
| 51 | Scale 30 cmUnit: piece |  |  |  |
| 52 | Extension with 3 sockets 3 meters cableUnit: piece |  |  |  |
| 53 | Extension with 3 sockets 5 meters cableUnit: piece |  |  |  |
| 54 | Extension with 5 sockets 5 meters cableUnit: piece |  |  |  |
| 55 | Universal socket adaptorUnit: piece |  |  |  |
| 56 | Electrical stabilizer UPS 600 WATTUnit: piece |  |  |  |
| 57 | Electrical stabilizer UPS 1000 WATTUnit: piece |  |  |  |
| 58 | Electrical stabilizer UPS 1500 WATTUnit: piece |  |  |  |
| 59 | File boxUnit: piece |  |  |  |
| 60 | Small file boxUnit: piece |  |  |  |
| 61 | Paper spring folderUnit: piece |  |  |  |
| 62 | Permanent markersUnit: 1 Pkt 1 x 10 pc |  |  |  |
| 63 | White board markersUnit: 1 Pkt 1 x 10 pc |  |  |  |
| 64 | White board eraserUnit: piece |  |  |  |
| 65 | Giant paperUnit Block |  |  |  |
| 66 | White board 80cm x 120 cmUnit: piece |  |  |  |
| 67 | White board 120cm x 200cmUnit: piece |  |  |  |
| 68 | Information board 80cm x 120cmUnit: piece |  |  |  |
| 69 | ScissorsUnit: piece |  |  |  |
| 70 | Sealing tapeUnit: piece |  |  |  |
| 71 | Paper sealing tapeUnit: piece |  |  |  |
| 72 | PioneerUnit: Pkt 1 x 50 |  |  |  |
| 73 | Post-itUnit: Pkt 1 x 10 |  |  |  |
| 74 | Glue StickUnit: piece |  |  |  |
| 75 | Metal Fastener 8 cmUnit: 1 Pkt 1 x 50 pc |  |  |  |
| 76 | Metal shelves 180cm x 120cm x 40cmUnit: piece |  |  |  |
| 77 | Photocopy B/W A4Unit: page |  |  |  |
| 78 | Colour Photocopy A4Unit: page |  |  |  |
| 79 | Photocopy B/W A3Unit: page |  |  |  |
| 80 | Colour Photocopy A3Unit: page |  |  |  |
| 81 | Printing B/W A4Unit: page |  |  |  |
| 82 | Colour printing A4Unit: page |  |  |  |
| 83 | Printing B/W A3Unit: page |  |  |  |
| 84 | Coulor printing A3Unit: page |  |  |  |