# *ANNEX IV*: Budget breakdown (Model financial offer)

Page No 1 **[o**f…**]**

**CONTRACT TYPE: PRINTING PRESS MATERIAL AND OFFICE STATIONERY**

**PUBLICATION REFERENCE: 16/CUAMM/ETH/2022** **NAME OF TENDERER:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**

**LOT 1 – PRINTING PRESS MATERIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| **ITEM No** | **specifications** | **specifications offered (incl brand/model)** | **Unit costs with delivery [DAP][[1]](#footnote-1)** |
| **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 – OFFICE STATIONERY**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| **Item No** | **specifications** | **specifications offered (incl brand/model)** | **Unit costs with delivery [DAP][[2]](#footnote-2)** |
| 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 |  |  |

1. [[DAP (Delivered At Place)] — Incoterms 2020 International Chamber of Commerce <http://www.iccwbo.org/incoterms/>

   [↑](#footnote-ref-1)
2. [[DAP (Delivered At Place)] — Incoterms 2020 International Chamber of Commerce <http://www.iccwbo.org/incoterms/>

   [↑](#footnote-ref-2)