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

**Contract title:** Supply of stationery and Printing materials  **p 1 /…**

**Publication reference:** **15/CUAMM/ETH/2025/AID012590/06/09**

**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 –Supply of Stationery materials**

| **1.****Item number** | **2.****Specifications required** | **3.****Specifications offered** | **4.** **Notes, remarks, ref. to documentation** | **5.****Evaluation committee’s notes**  |
| --- | --- | --- | --- | --- |
| **1** | Paper A4 size, 80 gm, 500 sheets Box of 5 reams Unit: Box Quantity: 32Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 2 |  Printer cartridge HP 151A Unit: NoQuantity:10 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 3 |  Printer cartridge HP 35 A laser JET Unit: NoQuantity: 3Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 4 |  Printer cartridge -HP 26 A laser JET Unit: NoQuantity: 12Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 5 |  Printer cartridge 17A Unit: NoQuantity: 6Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 6 |  Printer cartridge Canon C-EXV 42 for cannon 2224 Unit: NoQuantity: 24Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 7 |  Marker parmanent, Unit: pack of 10Quantity: 48Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 8 |  Envelope A4, Unit: packet 1 x 100 pieces Quantity: 10Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 9 |  Envelope A5, Unit: packet 1 x 100 piecesQuantity: 2Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 10 |  Envelope A6, Unit: packet 1 x 100 piecesQuantity: 2Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 11 |  Pencils Box Unit: packQuantity: 5Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 12 |  Box File, A4 size Unit: NoQuantity: 200Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 13 |  Glu Stick 40 gr tube Unit: NoQuantity: 100Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 14 |  Binding cloth Tape 48mm Best Quality Unit: NoQuantity: 12Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 15 |  Binding cloth Tape 36mm Best Quality Unit: NoQuantity: 12Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 16 |  Binding cloth Tape 24mm Best Quality Unit: NoQuantity: 12Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 17 |  Staples 24/6 or 26/6 Unit: box of 24Quantity: 12Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 18 |  Board Marker(white board marker) Pack of 10 pcs Unit: Pack of 10 Quantity: 24Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 19 |  Pen Unit: box of 50Quantity: 40Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 20 |  Sticky Note 8\*8 Unit: Box of 12Quantity: 20Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 21 |  Transparent sheet protector Unit: Pack of 100Quantity: 30Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
|  22 |  Note book with Calander 2025 (Agenda) Unit: NoQuantity:15 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 23 |  Plastic bag Unit: pcsQuantity: 100Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 24 |  Ohuu tube Unit: pcsQuantity: 24Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 25 |  Flip chart Unit: NoQuantity:40 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 26 |  Correction pen 7ml Unit: NoQuantity:50 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 27 |  Note book 5”x8" Unit: NoQuantity:240 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 28 |  Note book 7”x9" Unit: NoQuantity:48 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 29 |  Highliter Unit: box of 10Quantity: 30Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 30 |  Stainless steel ruler 12" Unit: NoQuantity:10 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 31 |  Stainless stell Scisseors 8 inch Unit: NoQuantity:10 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 32 |  External Hard disk 2TB Unit: NoQuantity: 4Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 33 |  USB Flash disk 128GB Unit: NoQuantity:15 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 34 |  Laminator Machine with Laminating Sheets A4Unit: NoQuantity:1 Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| 35 | **Back-UPS P1000VA -1500VA** Battery BackupUnit: NoQuantity: 1Delivery: CUAMM Gambella Office | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |

**LOT 2 –Supply of Printing Press Materials – Unit prices**

| **1.****Item number** | **2.****Specifications required** | **3.****Specifications offered** | **4.** **Notes, remarks, ref. to documentation** | **5.****Evaluation committee’s notes**  |
| --- | --- | --- | --- | --- |
| **1** | A4 copy, front and back, black and white  | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **2** | A4 copy, black and white, one side | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **3** | A3 copy, black and white, one side | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **4** | A3 copy, front and back, black and white | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **5** | Tape bond binding and 180 gram hard cover for traning manuals.for A4 | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **6** | Tape bond binding and 180 gram hard cover for traning manuals.for A3 maximum of 100 sheets | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **7** | A4 size colour print and coppy. | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **8** | A3 hard papper printing | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **9** | Banner /m2 with rings. | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **10** | Stickers/ m2 | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |
| **11** | Poster/ m2 | Specification offered:Unit:Delivery time: (TO BE FILLED) |  |  |