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

**Contract title: Supply of stationery materials**

Publication reference: 13/CUAMM/ETH/2025/AID12669

**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, 80g/m², white, ream of 500 sheetsUnit: Box Quantity: 20Delivery: CUAMM Dimeka Office |  |  |  |
| **2** | BOX FILE, 35 Cm X 27 Cm X 8 CmUnit: pcs Quantity: 50Delivery: CUAMM Dimeka Office |  |  |  |
| **3** | CORRECTION FLUID PEN, 7ml, whiteUnit: pkt Quantity: 2Delivery: CUAMM Dimeka Office |  |  |  |
| **4** | ENVELOPE, 110x220mm, 80g, white, self-adhesiveUnit: pkt Quantity: 3Delivery: CUAMM Dimeka Office |  |  |  |
| **5** | ENVELOPE A4, 300x215mm, kraft, self-adhesive, 50 piecesUnit: pkt Quantity: 3Delivery: CUAMM Dimeka Office |  |  |  |
| **6** | ENVELOPE A5, 150x215mm, kraft, self-adhesive, 50 piecesUnit: pkt Quantity: 3Delivery: CUAMM Dimeka Office |  |  |  |
| **7** | Staples 24/6Unit: pkt Quantity: 2Delivery: CUAMM Dimeka Office |  |  |  |
| **8** | White Bord marker erasable different colorUnit: pcs Quantity: 3Delivery: CUAMM Dimeka Office |  |  |  |
| **9** | Sticky Notes, 1.5 x 2 in, Assorted Color, 24-PackUnit: pc Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **10** | Sticky Notes 3x3 Inches,Bright Colors Self-Stick PadsUnit: pkt Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **11** | Multi outlet Extension cord 6way with USB portUnit: pc Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **12** | Metal white Bord standUnit: pc Quantity: 2Delivery: CUAMM Dimeka Office |  |  |  |
| **13** | Pen ballpoint pack of 50 Unit: pc Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **14** | Binding clip midUnit: pkt Quantity: 1Delivery: CUAMM Dimeka Office |  |  |  |
| **15** | Binding clip mid-smallUnit: pkt Quantity: 1Delivery: CUAMM Dimeka Office |  |  |  |
| **16** | Binding clip smallUnit: pkt Quantity: 1Delivery: CUAMM Dimeka Office |  |  |  |
| **17** | Binding clip extra-smallUnit: pkt Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **18** | Meeting Notebook 8.5 inch \* 11 inchUnit: pkt Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **19** | Foaming cleaner, for screenUnit: pkt Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **20** | Laptop cleaning BrushUnit: pcs Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **21** | HP 107A Laser Toner Cartridge, blackUnit: pcs Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **22** | sheet protector 8.5 inch \* 11 inchUnit: pkt Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **23** | Foldable laptop stand Unit: pcs Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **24** | Highliters different colorUnit: pack Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **25** | Hanging File folders, Letter sizeUnit: pcs Quantity: 15Delivery: CUAMM Dimeka Office |  |  |  |
| **26** | Transparent tape 800gm ,2 inchUnit: pack Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **27** | File clips 80mmUnit: pcs Quantity: 5Delivery: CUAMM Dimeka Office |  |  |  |
| **28** | Metal paper fastner 70mm 80mm paper fastner clipsUnit: box Quantity: 3Delivery: CUAMM Dimeka Office |  |  |  |
| **29** | Laptop packbagsUnit: pcs Quantity: 10Delivery: CUAMM Dimeka Office |  |  |  |
| **30** | Stabilizer, 1000Watt voltage stablizerUnit: pcs Quantity: 7Delivery: CUAMM Dimeka Office |  |  |  |