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

**Contract title: Supply of stationery materials**

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**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 sheets  Unit: Box  Quantity: 20  Delivery: CUAMM Dimeka Office |  | |  |  |
| **2** | BOX FILE, 35 Cm X 27 Cm X 8 Cm Unit: pcs  Quantity: 50  Delivery: CUAMM Dimeka Office |  | |  |  |
| **3** | CORRECTION FLUID PEN, 7ml, white  Unit: pkt  Quantity: 2  Delivery: CUAMM Dimeka Office |  | |  |  |
| **4** | ENVELOPE, 110x220mm, 80g, white, self-adhesive  Unit: pkt  Quantity: 3  Delivery: CUAMM Dimeka Office |  | |  |  |
| **5** | ENVELOPE A4, 300x215mm, kraft, self-adhesive, 50 pieces  Unit: pkt  Quantity: 3  Delivery: CUAMM Dimeka Office |  | |  |  |
| **6** | ENVELOPE A5, 150x215mm, kraft, self-adhesive, 50 pieces  Unit: pkt  Quantity: 3  Delivery: CUAMM Dimeka Office |  | |  |  |
| **7** | Staples 24/6  Unit: pkt  Quantity: 2  Delivery: CUAMM Dimeka Office |  | |  |  |
| **8** | White Bord marker erasable different color  Unit: pcs  Quantity: 3  Delivery: CUAMM Dimeka Office |  | |  |  |
| **9** | Sticky Notes, 1.5 x 2 in, Assorted Color, 24-Pack Unit: pc  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **10** | Sticky Notes 3x3 Inches,Bright Colors Self-Stick Pads  Unit: pkt  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **11** | Multi outlet Extension cord 6way with USB port  Unit: pc  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **12** | Metal white Bord stand  Unit: pc  Quantity: 2  Delivery: CUAMM Dimeka Office |  | |  |  |
| **13** | Pen ballpoint pack of 50  Unit: pc  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **14** | Binding clip mid  Unit: pkt  Quantity: 1  Delivery: CUAMM Dimeka Office |  | |  |  |
| **15** | Binding clip mid-small  Unit: pkt  Quantity: 1  Delivery: CUAMM Dimeka Office |  | |  |  |
| **16** | Binding clip small  Unit: pkt  Quantity: 1  Delivery: CUAMM Dimeka Office |  | |  |  |
| **17** | Binding clip extra-small  Unit: pkt  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **18** | Meeting Notebook 8.5 inch \* 11 inch  Unit: pkt  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **19** | Foaming cleaner, for screen  Unit: pkt  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **20** | Laptop cleaning Brush  Unit: pcs  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **21** | HP 107A Laser Toner Cartridge, black  Unit: pcs  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **22** | sheet protector 8.5 inch \* 11 inch  Unit: pkt  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **23** | Foldable laptop stand  Unit: pcs  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **24** | Highliters different color  Unit: pack  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **25** | Hanging File folders, Letter size  Unit: pcs  Quantity: 15  Delivery: CUAMM Dimeka Office |  | |  |  |
| **26** | Transparent tape 800gm ,2 inch  Unit: pack  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **27** | File clips 80mm  Unit: pcs  Quantity: 5  Delivery: CUAMM Dimeka Office |  | |  |  |
| **28** | Metal paper fastner 70mm 80mm paper fastner clips  Unit: box  Quantity: 3  Delivery: CUAMM Dimeka Office |  | |  |  |
| **29** | Laptop packbags  Unit: pcs  Quantity: 10  Delivery: CUAMM Dimeka Office |  | |  |  |
| **30** | Stabilizer, 1000Watt voltage stablizer  Unit: pcs  Quantity: 7  Delivery: CUAMM Dimeka Office |  | |  |  |