

## TECHNICAL OFFER

### **OPEN CALL FOR TENDER FOR THE ASSIGNMENT OF SUPPLY OF STATIONERY AND OFFICE SUPPLIES, NECESSARY FOR THE FUNCTIONING OF THE EUROPEAN UNIVERSITY INSTITUTE, USING A DIGITAL PLATFORM TO DISPATCH ONLINE ORDERS**

The undersigned ..... born on .....  
in.....province .....  
taxation code ..... in the role of .....  
for the company.....VAT number .....  
with registered office in .....  
with the administrative headquarters in .....

In order to participate in the Call for tenders for the supply of stationery and office supplies launched by the European University Institute, submits the following Technical offer:

1. Provide a detailed description of the organization of the supply from the reception of the order request to the delivery of the items and the digital platform for the management of the order requests, please specify its technical features with regard to the requirements indicated in article 7.1 of the tender.  
Then, explain how the candidate intends to replace items which are deemed to be flawed or different from the requested ones.

2. Specify the delivery time, the possible increment of the service offered with regard to article 7.2 of the tender specifications and the means of transport used (e.g. by own means of transport or by courier). Please, also indicate the minimum time needed for fulfilling an order request from its submission.

3. With regard to the minimum technical requirements of the ecological stationary items specified in article 9.2 of the tender specifications, please describe type, quality and quantity of ecological products offered as replacement of standard ones.

4. Provide additional information and/or improvements that the candidate deems appropriate to enhance the supply service.

5. With reference to the minimum technical requirements and conformity conditions required by article 9 of the tender specifications, please fill the table below with the brand, model and manufacturer of each item offered.

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
DESKTOP STAPLER, 24/6 - 24/8			
RAPID PLIER, 21/4			
METALLIC STAPLES, 24/6			
METALLIC STAPLES, 24/8			
METALLIC STAPLES, 21/4			
STAPLE REMOVER in nickel plated iron			
DRAWING PINS nickel made			
PAPER CLIPS <i>N.3 - 28 mm, N.4 - 32 mm, N.5 - 49 mm, N.6 - 58 mm</i>			
HEAVY DUTY TAPE DISPENSER <i>19 mm/66m</i>			
DESK TAPE DISPENSER <i>19 mm/33m</i>			
TRASPARENT TAPE <i>19 mm/66m</i>			
TRASPARENT TAPE <i>15 mm/33m</i>			
SOLID GLUE <i>gr.22</i>			
GLUE STICK <i>ml. 50</i>			
RUBBER BAND <i>latex, 60/120 mm</i>			
RUBBER BAND <i>latex, 120 mm</i>			
HEAVY DUTY PAPER PUNCH <i>2 holes, 8 cm - 60 sheets</i>			
PAPER PUNCH <i>2 holes, 8 cm – 30 sheets</i>			
SCISSORS <i>cm.18</i>			
METAL PEN POT <i>Silver colour</i>			
PLASTIC RULER 30 cm <i>in transparent plastic</i>			

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
LETTER TRAY EUROPOST <i>in styrofoam Dim. (25,5x34,5x6,5)</i>			
BLACK PENCIL HB-2			
BLACK PENCIL HB-2 + ERASER			
PENCIL SHARPENER 2 holes graphite			
PLASTIC ERASER			
BALLPOINT PEN <i>transparent body and capped, Blue, Black, Red ink</i>			
FIN POINT PEN <i>needle 0,5 mm, Blue, Black, Red ink</i>			
FELT TIP PEN <i>needle 0,5 mm, Blue, Black, Red ink</i>			
PERMANENT MARKER no xylene, no toluene, <i>round tip 1mm, Blue, Black, Red ink</i>			
HIGHLIGHTER chisel tip <i>4 mm - colors Yellow, Pink, Green</i>			
NOTEBOOK F.to A4 <i>70 sheets – Plain, Squared, Lined</i>			
NOTEBOOK F.to A5 <i>70 sheets – Plain, Squared</i>			
NOTEBOOK F.to A6 <i>70 sheets - Plain</i>			
COPYBOOK F.to A4 <i>40 sheets – Squared, Lined</i>			
COPYBOOK F.to A5 <i>40 sheets – Squared, Lined</i>			
THREE-FLAPS FOLDER <i>24,3 x 34 various colours</i>			
REPORT FOLDER WITH HOOKS <i>Various colors F.to A4</i>			
TRANSPARENT L POCKET <i>F.to A4 Various Colors</i>			
REPORT FOLDER WITH FILING CLIPS - TRANSPARENT COVER <i>F.to A4 Various Colors</i>			
TRANSPARENT POCKET DOCUMENT HOLDER <i>polypropylene</i> <i>f.to 22x33</i>			

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
RING BINDER 5/8 WITH BINDER <i>F.to A4</i>			
LABELS FOR RING BINDER <i>white, H 4 cm/H 8 cm.</i>			
ALPHABETIC MULTIPART FILE <i>in polypropylene</i>			
MAGAZINE FOLDER <i>F.to A4</i>			
FILING BOXES 4/5 <i>Press-fasteners closure</i>			
TIPP-EX Correction fluid			
POST-IT MM. 76 x 76 notes 654, 38 x 51 notes 653, 76 x 127 notes 655			
STRAIGHT CUT PLAIN ENVELOPE WITH STRIP CLOSURE <i>F.to 11x23 - Gr.80</i>			
SECURITY TINT POSTAL BAG WITH STRIP CLOSURE <i>F.to 23x33 - plain</i>			
MARKER SOLUBRE FOR WHITEBOARD no xylene, no toluene, <i>Chisel tip, 3.5 -5.5, Colors Blue, Black, Red, Green</i>			
ERASER FOR WHITEBOARD <i>felt made</i>			
PAPER ROLL FOR WHITEBOARD <i>F.to 64x95 – 70 sheets</i>			
RING FOLDER with binder <i>F.to 34x25</i>			
REMOVABLE LABELS <i>F.to 105x36mm (16 per sheet)</i>			
PACKAGING TAPE <i>F.to 50mm x 66m avana</i>			
STORAGE BOX FOR ARCHIVE <i>F.to 40x30x26</i>			
STANDARD BATTERY 1,5 V Stilo 4 pieces stock			
STANDARD BATTERY 1,5 V Mini Stilo 4 pieces stock			
PIN / CLIP NAME BADGES <i>F.to 5,4x9</i>			
MEMORY PANEL TAK 558 <i>F.to 45x58</i>			

Please, attach to this declaration the technical file of each product offered as proof of their compliance with the technical requirements and e conformity conditions required by article 9 of the tender specifications.

(Signature of the Legal Representative and Company 'stamp)

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