

OP/EUI/REFS/2015/002

**OPEN CALL FOR TENDERS FOR THE SUPPLY OF STATIONERY AND OFFICE SUPPLIES, USING A DIGITAL PLATFORM TO DISPATCH ONLINE ORDERS****TECHNICAL OFFER**

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. In case the candidate offers its own digital platform for the management of the order requests, please specify its technical features with regard to the requirements indicated in article 9.1 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 9.2 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 11.2 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 11 of the tender specifications, please fill the table below with the brand, model and manufacturer of each item offered.

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
HEAVY STAPLER - 24/10 - 120 sheets			
DESKTOP STAPLER- 24/6 - 24/8 40 sheets			
RAPID PLIER 15/30 sheets			
METALLIC STAPLES - 24/6 40 sheets			
METALLIC STAPLES - 24/8, 24/10 80 sheets			
METALLIC STAPLES - 21/4			

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
STAPLE REMOVER			
DRAWING PINS			
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>60/120 mm</i>			
RUBBER BAND <i>120 mm</i>			
HEAVY DUTY PAPER PUNCH <i>8 cm - 60 sheets</i>			
PAPER PUNCH <i>8 cm – 25 sheets</i>			
SCISSOR <i>cm.18</i>			
METAL PEN POT <i>Silver colour</i>			

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
BOOKEND Dimensioni L13,5XH17,5			
PLASTIC RULER 30 cm in transparent plastic			
LETTER TRAY EUROPOST <i>in styrofoam Dim. (25,5x34,5x6,5)</i>			
WASTE BIN <i>Silver colour</i>			
BLACK PENCIL HB-2			
BLACK PENCIL HB-2 + ERASER			
PENCIL SHARPENER 2 holes			
PLASTIC ERASER			
BALLPOINT PEN <i>Blue, Black, Red ink</i>			
FIN POINT PEN <i>Blue, Black, Red ink</i>			
FELT TIP PEN <i>Blue, Black, Red ink</i>			
PERMANENT MARKER <i>4m/m Blue, Black, Red ink</i>			
HIGHLIGHTER <i>4 mm - colors Yellow, Pink, Green</i>			
NOTEBOOK F.to A4 <i>70 sheets – Plain, Squares, Lined</i>			
NOTEBOOK F.to A5 <i>70 sheets – Plain, Squared</i>			

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
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>			
STENO NOTEBOOK F.to. 22X12,5			
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 - Colors BLUE, GREEN, GREY, RED, YELLOW</i>			
REPORT FOLDER WITH FILING CLIPS - TRANSPARENT COVER <i>f.to A4 Colors BLUE, RED, GREEN, YELLOW</i>			
TRANSPARENT POCKET DOCUMENT HOLDER <i>polypropylene f.to 22x30</i>			
RING BINDER 5/8 <i>F.to A4</i>			
LABELS FOR RING BINDER <i>Various colours H 4 cm/H 8 cm.</i>			
ALPHABETIC MULTIPART FILE <i>in polypropylene</i>			
FILING STRIPS			
MAGAZINE FOLDER <i>f.to A4</i>			
FILING BOXES 4/5 <i>Press-fasteners closure</i>			

PRODUCT DESCRIPTION	Brand	Model	Manufacturer
INK ROLL SUPPLIES <i>For Olivetti calculator 812/692 and 192/582</i>			
PAPER ROLL FOR CALCULATOR <i>Width 262/264 D232 57 mm.</i>			
TIPP-EX Correction fluid			
POST-IT MM. 76 x 76 notes 654, 38 x 51 notes 653, 76 x 127 notes 655			
CAMPIDOGLIO PLAIN ENVELOPES <i>F.to 12x18</i>			
STRAIGHT CUT PLAIN ENVELOPE WITH STRIP CLOSURE <i>F.to 11x23 - Gr.80</i>			
SECURITY TINT POSTAL BAG WITH STRIP CLOSURE <i>F.to 16x23 - plain</i>			
SECURITY TINT POSTAL BAG WITH STRIP CLOSURE <i>F.to 19x26 - plain</i>			
SECURITY TINT POSTAL BAG WITH STRIP CLOSURE <i>F.to 23x33 - plain</i>			
SECURITY TINT POSTAL BAG WITH STRIP CLOSURE <i>F.to 260x360 - plain</i>			
MARKER SOLUBRE FOR WHITEBOARD <i>3-6 Colors Blue, Black, Red, Green</i>			
ERASER FOR WHITEBOARD			
PAPER ROLL FOR WHITEBOARD <i>F.to 64x95 – 70 sheets</i>			
RING FOLDER <i>F.to 34x25</i>			
REMOVABLE LABELS <i>F.to 105x36mm (16 per foglio)</i>			

<b>PRODUCT DESCRIPTION</b>	<b>Brand</b>	<b>Model</b>	<b>Manufacturer</b>
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 11 of the tender specifications.

(Signature of the Legal Representative and Company 'stamp)

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