

No. UNOPS minimum technical requirements

- 1 Binder Clips 15mm
- 2 Binder Clips 25mm
- 3 Binder Clips 41mm
- 4 Business card holder (rolodex, standard roll type)
- 5 Business card holder (small, box type)

- 6 Business card book 4x1 card, vertical (transparent double sided holders)

- 7 Plastic refills for business cards file, 4 x 1 card
- 8 Standard desktop calculator (basic calculation, square, root, memory, percentage)
- 9 CD RW, 700MB, 50 package
- 10 DVD-RW, 4.7GB, 50 package
- 11 CD RW, 700MB, slim package
- 12 DVD-RW, 4.7GB, slim package
- 13 Paper holders for CDs
- 14 Correction fluid, 20ml
- 15 Correction roller 5mm/6m
- 16 Correction pen
- 17 Divider, cardboard - 12 colors
- 18 Divider, cardboard - 6 colors
- 19 White board 96 x 72cm
- 20 Wall table 90 x 60cm (cork, for pins)
- 21 Colored head pins for cork boards (smaller, flat heads)

- 22 Colored head pins for cork boards (larger, with holdable heads)
- 23 Envelope B5 (peel and seal)
- 24 Envelope A4 (peel and seal)
- 25 Envelope, American (peel and seal)
- 26 Eraser (for pencil)
- 27 Box File, archive 8cm, recycled cardboard

QUESTIONS:

Do you mean small table type metal mesh that hold business cards on the table or small box for wearing business cards that is usually kept in pocket

ANSWER:

We refer to small table type mesh that hold business cards on the table

Do you mean Lever arch file 8cm with the outer box, or box that is used to store lever arch file. In case it isn't any of above mentioned please could you explain what type of box do you need. Also cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?

We refer to the archive file (obican registrator) with mechanism and outer box. Concerning material, it is plain cardboard type (usually 'siva lepenka') laminated with matt paper.

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28	Box File, archive 8cm, plain cardboard	<p>QUESTIONS:</p> <p>Do you mean Lever arch file 8cm with the outer box, or box that is used to store lever arch file. In case it isnt any of above mentioned please could you explain what type of box do you need. Also cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>ANSWER:</p> <p>We refer to the arhive file (obican registrator) with mechanism <u>and</u> outer box. Concerning material, it is carboard laminated with 'hromopapir', which is plasticized on top</p>
29	Box File, archive, 5cm, recycled cardboard	<p>Do you mean Lever arch file 5cm with the outer box, or box that is used to store lever arch file. In case it isnt any of above mentioned please could you explain what type of box do you need. Also cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>We refer to the arhive file (obican registrator) with mechanism <u>and</u> outer box. Concerning material, it is plain cardboard type (usualy 'siva lepenka') laminated with matt paper.</p>
30	Box File, archive, 5cm, plain cardboard	<p>Do you mean Lever arch file 5cm with the outer box, or box that is used to store lever arch file. In case it isnt any of above mentioned please could you explain what type of box do you need. Also cardboard is recycled material (it is never made from virgin fibers), so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>We refer to the arhive file (obican registrator) with mechanism <u>and</u> outer box. Concerning material, it is cardboard laminated with 'hromopapir', which is plasticized on top</p>
31	Flip-chart table 70 x 100cm		
32	Flip-chart paper - 65 x 95 cm, 50 pages, clean white		
33	File folder - recycled cardboard in color, size A4	<p>Cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>Concerning material, it is plain cardboard type (usualy 'siva lepenka') laminated with matt paper.</p>
34	File folder - plain cardboard in color, size A4	<p>Cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>Concerning material, it is carboard laminated with 'hromopapir', which is plasticized on top. We need <u>plasticized</u> folder</p>
35	File folder with elastic straps - recycled cardboard in color, size A4	<p>Cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>Concerning material, it is plain cardboard type (usualy 'siva lepenka') laminated with matt paper.</p>
36	File folder with elastic straps - plian cardboard in color, size A4	<p>Cardboard is recycled material, so please clarify what do you mean by plain cardboard and what by recycled cardboard ?</p>	<p>Concerning material, it is carboard laminated with 'hromopapir', which is plasticized on top. We need <u>plasticized</u> folder</p>
37	PVC folder with mechanism, holding A4 paper, transparent front, for two holes		
38	U file 50 micron	<p>With 11 holes on the side(that can be fit into PVC folder with mechanism, or not ?</p>	<p>Yes please, with 11 holes</p>
39	U-file 80 micron	<p>With 11 holes on the side(that can be fit into PVC folder with mechanism, or not ?</p>	<p>Yes please, with 11 holes</p>
40	A4 paper tray, horizontal - plastic		
41	Hole punch, standard type		
42	Hole punch, bigger (up to 65 pages/punch)		
43	Marker - 0.7mm tip for CD		

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- 44 Marker in different colors - 0.7mm tip
- 45 Marker, highlighter 2.5mm tip
- 46 Markers, whiteboard
- 47 Eraser for whiteboard
- 48 Markers in four colors sets for flip-chart
- 49 Name tag/ with clip (approx business card size)
- 50 Notebook, A4, spiral bind, 60 pages
- 51 Notebook, A5, hard cover, 60 pages
- 52 Notebook, A5, spiral bind, 60 pages
- 53 Paper knife

- 54 Agenda (no dates, min. 365 pages, hard cover, fake leather)
- 55 Paperclips 33mm, silver
- 56 Paperclips 41mm, silver
- 57 Paperclips, 25mm, silver
- 58 Paperclips box, magnet lip
- 59 Staple remover/jaws
- 60 Ball Pen, blue
- 61 Pen, roller type
- 62 Pencil, ordinary, HB, with eraser
- 63 Pencil holder, metal, round type, approx. 10cm in diameter
- 64 Post it, 4colour, 75x75mm
- 65 Post it, index, 25.4x43.2mm
- 66 Post it, index PVC
- 67 Ruler, plastic 30 cm
- 68 Scissors 17cm
- 69 Pencil sharpener
- 70 Stamp pad
- 71 Stamp pad ink, blue
- 72 Stapler refill 24/6mm, silver
- 73 Stapler refill 23/10mm, silver
- 74 Stapler, bigger destop type for 120 pages/punch
- 75 Stapler - standard type, 20 pages/punch
- 76 Stickers, self-adhesive, 105x71 (8 on A4)
- 77 Stickers, self adhesive, 40x13 (28 on A4)
- 78 Stickers, self adhesive, 63.5x38.1 (21 on A4)
- 79 Tape dispenser, for 19mm/33m tape
- 80 Tape - for packing, 48mm/60m, Brown or White
- 81 Tape - ordinary (scotch) 19mm/33m
- 82 Stick paper glue, 20-23g
- 83 UHU universal glue, 20ml
- 84 Removable flash memory 8GB, USB 2.0 compliant or higher

QUESTIONS:

ANSWER:

Do you want retractable office knife with interchangeable blade? if yes is it with 9mm or 18mm blade? Or do you want letter opener ?

Letter oppener

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- 85 Desk lamp - Standard architect type; metal, two axis structure, metal base with weight; with switch and cord, max, 40w, 220V
- 86 Laser pointer for presentations
- 87 Computer network cable, RJ45, 5m long, cat5e standard or better
- 88 Light bulbs, ordinary (60W)
- 89 Stamp with dates
- 90 BattervAA 1.5 V
- 91 Batterv AAA 1.5 V
- 92 Battery 9V
- 93 Wipers for cleaning monitor screen
- 94 Paper basket, metal, approximately 25cm in diameter, 40cm hight
- 95 Name desk tag stand - plastic, transparent, approx. size 10 x 25cm
- 96 Safety walk tape 25.4mm/18.3m

- 97 Doormat, outdoor use, rubber type, approx size 60 x 80cm
- 98 Info notes - roll dispenzer 60mmx10m; self-adesive paper; various colours
- 99 Info notes - roll refill 60mmx10m; self-adesive paper; various colours
- 100 Copy-print paper A4, 80gr/m2, 250 sheets, recycled
- 101 Table desk planner (self-standing, one month/page), approx. size 30x15cm

- 102 Toner cartridge for printer - HP Laser P1102
- 103 Toner cartridge for printer - HP Laser Jet 1020
- 104 Toner cartridge for printer - HP Laser Jet 1022
- 105 Toner cartridge for printer - Lexmark E 260

QUESTIONS:

Do you mean anti slip tape? (usually used to put on the stairs or slippery surfaces to prevent slipping)

Are you sure that it is 1 page 1 month? This size of table planner is usual for 1 week on 1 page? We don't know that someone make 1 page 1 month in this size ?

OEM or for use ?
 OEM or for use ?
 OEM or for use ?
 OEM or for use ?

ANSWER:

Yes, exactly that kind of anti slip tape

We are familiar with 'large' table desk planner with one week/page. However there is another type which resembles self-standing desk calendar, with blank fields instead of individual dates. Of course, you write down short notes in blank fields
 OEM only
 OEM only
 OEM only
 OEM only