ANNEX A: TECHNICAL OFFER SPECIFICATION & REQUIREMENT

The technical evaluation for The Supply and Delivery of Office Stationeries and equipment to UNHCR in Malawi is based on five (5) major criteria. Each criterion is evaluated based on pass or fail criteria.

These five (5) criteria are presented in table below:

S/N	Technical Offer Evaluation Requirement	Pass	Fail
1	Audited financial Statement: for a period of 2 years to confirm financial capacity of the company 2019-2020		
2	Area of business Specialty: Supply and delivery of stationaries supplies and equipment; to provide evidence certificate or licenses etc.		
3	Similar work list of the last (3) three years, Pos, references letter etc.		
4	Registration documents: Certificates of incorporation from the Malawi Registrar Tax registration documents & certificates.		
5	Provision of warranty/guaranty on items or goods		
	Total score		

The technical details of the products requested by UNHCR can be found in the table below. The goods to be supplied and quoted for should meet the specification below. Your technical offer should clearly state whether the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

TECHNICAL SPECIFICATION & DESCRIPTION OF SUPPLIES

S/N	ITEM DESCRIPTION	UoM
1	A4 Paper 80gram 5 rim per carton	cartons
2	Calculator	Pcs
3	Post It -Long	Pkt
4	Post It -short	Pkt
6	Stick gum	Pcs
7	White Board-Medium	Pcs
8	Marker (Permanent) various colours,	pcs
9	Marker (Snowman) various colours,	Pkt
10	White board maker	Pkt
11	Magnetic Board Pin	Pcs
12	Stapler	pcs
13	Big Stapler	pcs
14	Arch Folders	pcs

15	Staple pins-Big	pcs
16	masking tape big	Pcs
17	masking tape small	pcs
18	Pin Board	pcs
19	Glue - bottles uhu Glue	pcs
20	Cellotaph small	pcs
21	Binder clips-big/medium/small	pcs
22	Hard cover notebook-big	pcs
23	Hard cover notebook-small	pcs
24	View Binder folders	pcs
25	Electrical extension cable	pcs
26	Plastic Folders (red/green/blue/yellow)	cartons
27	Shredder big	pcs
28	Signature folder	pcs
29	Staple pins	pkt
30	Highlighter	pkt
31	Wall clock	pcs
32	Flip Chart stand	Pcs
33	Office Table Tray	pcs
34	Staple pin Remover	pkts
35	Ball Pens -blue/ Black	Boxes
36	File divider	pkts
37	Rulers	pcs
38	Transparent file	pkt
39	White board Duster	pcs
40	Flip-Chart Papers	PCS
41	Suspension file	PCS
42	Puncher Big	PCS
43	Puncher Mid	PCS
44	Puncher Small	PCS
45	Battery for remote control AAA size	SET
46	Ink for stamps	PCS
47	A4 Notebook - spiral	PCS
48	Notebook - spiral (small size)	PCS
49	Correction Pens	PCS

50	Paper Clips (large), packs	PKS
51	Paper Clips (medium), packs	PKS
52	Paper Clips (small), packs	PKS
53	Document tray	PKS
54	Thumb Pin-Coloured	pks
55	Scotch Tape transparent (large)	pcs
56	Scotch Tape transparent (small)	pcs
57	Envelops size A4 - (self sealed with UNHCR Logo White)	Package
58	Envelop Size A3 - Self seal white with UNHCR Logo	Package
59	Envelop 9x4 size- Self seal white with UNHCR Logo	Package
60	Double A3 Size papers	doz
61	Shorthand pads A5(Steno Pads)	doz
62	Paper cutting machine	Pcs