



**ANNEX 5 to the Tender Specifications
PRICE QUOTATION FOR MOST COMMONLY ORDERED ITEMS**

- Prices must be quoted in EUR and exclude VAT
- Prices shall be all-inclusive (i.e. including all relevant costs and all expenditure (e.g. management, transport, administrative costs, delivery, disposal of empty toner cartridges etc))
- All fields are compulsory; non-compliance will lead to exclusion of the tender

A	General office supplies	Quantity pr. year	Product name	Unit	Price (subtotals)
1	Circulation envelopes	2,000.00		pcs	
2	Desktop paper punches (recycled plastic)	30.00		pcs	
3	Envelopes C4P	5,000.00		pcs	
4	Envelopes C51	5,000.00		pcs	
5	Envelopes with fibers A4 C4P	5,000.00		pcs	
6	Envelopes with fibers E4P	5,000.00		pcs	
7	Highlighters (recycled plastic)	300		pcs	
8	Calculators (recycled plastic)	30		pcs	
B	Item	Quantity pr. Year	Product name	Unit	Price (subtotals)
9	Letter file A4, 5 cm black	250.00		pcs	
10	Letter file A4, 7 cm black	250.00		pcs	
11	Note pads with spiral A4 lines (100% recycled)	100.00		pcs	
12	Note pads with spiral A4 squares (100% recycled)	100.00		psc	
13	Note pads with spiral A5 lines (100% recycled)	200.00		pcs	
14	Note pads with spiral A5 squares (100% recycled)	100.00		pcs	
15	Paper clips 25 mm	60.00		box (1000 pcs)	
16	Paper clips 50 mm	60.00		box (200 pcs)	
17	Paper clips 77 mm	30.00		box (100 pcs)	
18	Plastic pocket A4 0.09 mm open top/side	5,000.00		pcs	
19	Post-it notes 38x51 mm (100% recycled)	250.00		pcs	
20	Post-it notes 76x127 mm (100% recycled)	150.00		pcs	
21	Post-it notes 76x76 mm (100% recycled)	400.00		pcs	



22	Roller pen 05 black (recycled plastic)	500.00		pcs	
23	Roller pen 05 blue (recycled plastic)	500.00		pcs	
24	Roller pen 05 green (recycled plastic)	500.00		pcs	
25	Roller pen 05 red (recycled plastic)	500.00		pcs	
26	USB Memory stick , 4 GB	50.00		pcs	
C	Item	Quantity pr. year	Product name	Unit	Price (subtotals)
27	Scissors – 210 mm	30.00		pcs	
28	Stapler for 26/6 (100% recycled)	50.00		pcs	
29	Staples 26/6 (2000 pcs a box)	100.00		box	
30	Staples 221/14	100.00		box (2000 pcs)	
31	Tape 15 mm (recycled)	200.00		pcs	
32	Tape dispenser	20.00		pcs	
33	Whiteboard marker black (recycled plastic)	100.00		pcs	
34	Whiteboard marker blue (recycled plastic)	100.00		pcs	
35	Whiteboard marker green (recycled plastic)	100.00		pcs	
36	Whiteboard marker red (recycled plastic)	100.00		pcs	
D	Paper	Quantity pr. year	Product name	Unit	Price (subtotals)
37	100 gr. White A4 CC paper	480.00		packet (500 sheets)	
38	80 gr. Recycling paper "svan", "blue angel" or equivalent	1,200.00		packet (500 sheets)	
E	Toner and printer consumables	Quantity pr. year	Product name	Unit	Price (subtotals)
39	Toner cartridge for printer HP Q2613X	20.00		pcs	
40	Toner cartridge for printer HP C4127X	50.00		pcs	
41	Toner cartridge for printer HP C5942X	20.00		pcs	
42	Toner cartridge for printer HP Q6511A	20.00		pcs	
43	Toner cartridge for printer HP C8061X	20.00		pcs	
44	Toner cartridge for printer HP Q1338A	20.00		pcs	
	TOTAL PRICE (A+B+C+D+E) x 4 =				... EUR