**REQUEST FOR QUOTATION  
SPECIFICATION OF STANDARD GOODS**

**Procurement No:** **27-G020-24**

## Specification

### Background

Procurement of a photocopier machine needed within MISE to replace the old machine that no longer operational.

The new photocopier machine will address the current issue with MISE printing and support the staff completing their daily tasks and work.

### Requirements

Please provide document (the list of requirements can be found in Template 2: ***Instructions on How to submit a Quotation*** template, page 5). These requirements include cover letter, certified business registration, valid business license, signed compliance form, tax clearance, financial and technical components.

Supporting documents are to be written in English.

### Installation services

The successful bidder will carry out the installation of the machine for the first time and it will also allow MISE staff to quickly use the photocopier machine. IT Team will join the supplier’s team during the installation.

### Delivery Time

It should be delivered asap after the completion of the procurement (Contract is signed)

## Description of the Goods

*Here, list all items to be Tendered*

*(This part may be replaced by a proprietary Supplier description)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pos. | Description | Number | Delivery Time (to be Tendered) | Price (to be Tendered) |
| 1 | Photocopier Machine  Support A3 Printing  Able to connect to User Library System (Active Directory – Windows Server)  Scan to share folders.  Ethernet Interface x 1  Wireless Connection: optional  Can be connected to PaperCut printing management system | 1 |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |