



Requisition Form

Requisition Number: 1234/26/0039

Last Date for Submission: 30/03/2026

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
1	EQUAGRAGC0033	PHOTOCOPY MACHINE	5	Pieces	<p>Speed: (35 PPM) -Print Type: Color -Function: copy, print & scan -Resolution: up to (1200x1200) -Paper Size: A3 to A5 -Tray Capacity: 250 to 550 Sheets -Connection: USB, LAN, WIFI -External Finisher -Duplex Standard Printing -DADF (Duplex Automatic Document Feeder -Ram, SSD/HDD</p> <p>Service Commitment</p> <p>The supplier shall provide after-sales service commitment covering preventive maintenance , corrective maintenance, spare parts availability, and technical support for all supplied machines for at least 2 times per year for minimum 3 years</p> <p>The suppliers should indicate the following:</p> <p>1-cost & life for all of the spare parts for 10 years</p> <p>2-back up/spare parts support by manufacturer up to the 10th year</p> <p>2-Complete operation and service training for operators at site. In addition, Technical training visit at the company training center for at least 2 staff.</p> <p>4- operation & service manuals have to be supplied with the equipment</p> <p>The quotation must include the following details:</p> <ol style="list-style-type: none">1. Warranty period.2. Delivery period.3. Price List for the major spare parts.4. Cost of maintenance visit per

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					<p>day after the warranty period expires.</p> <ol style="list-style-type: none"> 5. Submission a copy of an Operation & Service manuals at the installation time. 6. Back up/spare parts support up to the 10th year. 7. Details of any pre-installation requirements (attached with offer). 8. Manufacturing date certificate from the manufacturer. 9. Delivery, Installation & commissioning to be done by the supplier. <p>*Note:</p> <p>Bid evaluation criteria will be subjected to; Price, specifications, warranty period, fast delivery, known brand & after-sales technical support.</p> <p>-</p> <p>Since this is a non-profit organization and the item to be used for educational purpose, a maximum discount should be given as far as possible.</p>
2	EQUAGRAGC0033	PHOTOCOPY MACHINE	3	Pieces	<p>Speed: (86 PPM) Print Type: B/W Function: copy, print & scan Resolution: up to (1200 x 2400) Paper Size: A3 to A5 Tray Capacity: + 550 Sheets Connection: USB, LAN, WIFI External Finisher (Stapling & Sorting Duplex Standard Printing DADF (Duplex Automatic Document Feeder Ram, SSD/HDD</p> <p>Service Commitment</p> <p>The supplier shall provide after-sales service commitment covering preventive maintenance , corrective maintenance, spare parts availability, and technical support for all supplied machines for at least 2 times per year for minimum 3 years</p> <p>The suppliers should indicate the following:</p> <ol style="list-style-type: none"> 1-cost & life for all of the spare parts for 10 years 2-back up/spare parts support by manufacturer up to the 10th year

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					<p>2-Complete operation and service training for operators at site. In addition, Technical training visit at the company training center for at least 2 staff.</p> <p>4- operation & service manuals have to be supplied with the equipment</p> <p>The quotation must include the following details:</p> <ol style="list-style-type: none"> 1. Warranty period. 2. Delivery period. 3. Price List for the major spare parts. 4. Cost of maintenance visit per day after the warranty period expires. 5. Submission a copy of an Operation & Service manuals at the installation time. 6. Back up/spare parts support up to the 10th year. 7. Details of any pre-installation requirements (attached with offer). 8. Manufacturing date certificate from the manufacturer. 9. Delivery, Installation & commissioning to be done by the supplier. <p>*Note:</p> <p>Bid evaluation criteria will be subjected to; Price, specifications, warranty period, fast delivery, known brand & after-sales technical support.</p> <p>-</p> <p>Since this is a non-profit organization and the item to be used for educational purpose, a maximum discount should be given as far as possible.</p>
3	EQUAGRAGC0033	PHOTOCOPY MACHINE	12	Pieces	<p>Speed: (35 PPM)</p> <ul style="list-style-type: none"> -Print Type: B/W -Function: copy, print & scan -Resolution: up to (1200x1200) -Paper Size: A3 to A5 -Tray Capacity: 250 to 550 Sheets -Connection: USB, LAN, WIFI -Internal Finisher -Duplex Standard Printing -DADF (Duplex Automatic Document Feeder -Ram, SSD/HDD <p>Service Commitment</p> <p>The supplier shall provide after-</p>

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4	EQUAGRAGC0033	PHOTOCOPY MACHINE	1	Pieces	<p>Speed: (86 PPM) Print Type: Color Function: copy, print & scan Resolution: up to (1200 × 2400) Paper Size: A3 to A5 Tray Capacity: + 550 Sheets Connection: USB, LAN, WIFI External Finisher (Stapling & Sorting Duplex Standard Printing DADF (Duplex Automatic Document Feeder Ram, SSD/HDD</p> <p>Service Commitment</p> <p>The supplier shall provide after-sales service commitment covering preventive maintenance , corrective maintenance, spare parts availability, and technical support for all supplied machines for at least 2 times per year for minimum 3 years</p> <p>The suppliers should indicate the following:</p> <p>1-cost & life for all of the spare parts for 10 years</p> <p>2-back up/spare parts support by manufacturer up to the 10th year</p> <p>2-Complete operation and service training for operators at site. In addition, Technical training visit at the company training center for at least 2 staff.</p> <p>4- operation & service manuals have to be supplied with the equipment</p> <p>The quotation must include the following details:</p> <ol style="list-style-type: none"> 1. Warranty period. 2. Delivery period. 3. Price List for the major spare parts. 4. Cost of maintenance visit per day after the warranty period expires. 5. Submission a copy of an Operation & Service manuals at the installation time. 6. Back up/spare parts support up to the 10th year. 7. Details of any pre-installation requirements (attached with offer). 8. Manufacturing date certificate from the manufacturer.

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					<p>9. Delivery, Installation & commissioning to be done by the supplier.</p> <p>*Note:</p> <p>Bid evaluation criteria will be subjected to; Price, specifications, warranty period, fast delivery, known brand & after-sales technical support.</p> <p>-</p> <p>Since this is a non-profit organization and the item to be used for educational purpose, a maximum discount should be given as far as possible.</p>
5	EQUAGRAGC0033	PHOTOCOPY MACHINE	6	Pieces	<p>Speed: (35 PPM)</p> <ul style="list-style-type: none"> -Print Type: Color -Function: copy, print & scan -Resolution: up to (1200x1200) -Paper Size: A3 to A5 -Tray Capacity: 250 to 550 Sheets -Connection: USB, LAN, WIFI -Internal Finisher -Duplex Standard Printing -DADF (Duplex Automatic Document Feeder -Ram, SSD/HDD <p>Service Commitment</p> <p>The supplier shall provide after-sales service commitment covering preventive maintenance , corrective maintenance, spare parts availability, and technical support for all supplied machines for at least 2 times per year for minimum 3 years</p> <p>The suppliers should indicate the following:</p> <ul style="list-style-type: none"> 1-cost & life for all of the spare parts for 10 years 2-back up/spare parts support by manufacturer up to the 10th year 2-Complete operation and service training for operators at site. In addition, Technical training visit at the company training center for at least 2 staff. 4- operation & service manuals have to be supplied with the equipment <p>The quotation must include the following details:</p>

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6	EQUAGRAGC0033	PHOTOCOPY MACHINE	5	Pieces	<p>Speed: (35 PPM) -Print Type: B/W -Function: copy, print & scan -Resolution: up to (1200x1200) -Paper Size: A3 to A5 -Tray Capacity: 250 to 550 Sheets -Connection: USB, LAN, WIFI -External Finisher -Duplex Standard Printing -DADF (Duplex Automatic Document Feeder) -Ram, SSD/HDD</p> <p>Service Commitment</p> <p>The supplier shall provide after-sales service commitment covering preventive maintenance , corrective maintenance, spare parts availability, and technical support for all supplied machines for at least 2 times per year for minimum 3 years</p> <p>The suppliers should indicate the following:</p> <p>1-cost & life for all of the spare</p>

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					<p>parts for 10 years</p> <p>2-back up/spare parts support by manufacturer up to the 10th year</p> <p>2-Complete operation and service training for operators at site. In addition, Technical training visit at the company training center for at least 2 staff.</p> <p>4- operation & service manuals have to be supplied with the equipment</p> <p>The quotation must include the following details:</p> <ol style="list-style-type: none"> 1. Warranty period. 2. Delivery period. 3. Price List for the major spare parts. 4. Cost of maintenance visit per day after the warranty period expires. 5. Submission a copy of an Operation & Service manuals at the installation time. 6. Back up/spare parts support up to the 10th year. 7. Details of any pre-installation requirements (attached with offer). 8. Manufacturing date certificate from the manufacturer. 9. Delivery, Installation & commissioning to be done by the supplier. <p>*Note:</p> <p>Bid evaluation criteria will be subjected to; Price, specifications, warranty period, fast delivery, known brand & after-sales technical support.</p> <p>-</p> <p>Since this is a non-profit organization and the item to be used for educational purpose, a maximum discount should be given as far as possible.</p>