



جامعة السلطان قابوس
Sultan Qaboos University

Requisition Form

Requisition Number: 1234/26/0110

Last Date for Submission: 07/09/2026

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
1	EQUAGRAGC0033	PHOTOCOPY MACHINE	3	Pieces	PHOTOCOPY MACHINE Speed: (35 PPM) -Print Type: Color -Function: copy, print & scan -Resolution: up to (1200×1200) -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 Service Commitment 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 The suppliers should indicate the following: 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 3- operation & service manuals have to be supplied with the equipment The quotation must include the following details: 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.

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					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. *Note: Bid evaluation criteria will be subjected to; Price, specifications, warranty period, fast delivery, known brand & after-sales technical support. - 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.