

# **Request for Quotation: Heavy-Duty Photo Copier for Exam Department**

We are pleased to invite you to submit a quotation for a heavy-duty photo copier for our Exam Department. We are seeking a reliable and high-performance copier.

## **Requirements:**

- Heavy-duty photo copier with high-volume output (minimum 30,000 pages per month)
- High-quality color printing and copying capabilities
- Ability to produce large format documents (A0-A3)
- Fast print speed (minimum 30 ppm)
- High-resolution printing (minimum 2400 x 1200 dpi)
- Duplex printing and copying capabilities
- Network connectivity (TCP/IP or USB)
- Security features: data encryption, secure print release, and user authentication
- Minimum 2-year warranty
- Compatible with Windows and macOS operating systems

## **Specifications:**

- Device Type: Multi-function copier (print, copy, scan, fax)
- Paper Capacity: Minimum 500 sheets
- Paper Size: A0-A3
- Print Speed: Minimum 30 ppm
- Copy Speed: Minimum 30 ppm
- Scan Resolution: Minimum 600 x 600 dpi
- Fax Resolution: Minimum 300 x 600 dpi
- Connectivity: TCP/IP or USB
- Security Features:
  - Data Encryption
  - Secure Print Release
  - User Authentication

## **Delivery and Installation:**

- Delivery of the device to our premises within [timeframe]
- Installation and setup by a certified technician
- Training for our staff on the operation and maintenance of the device

## **Timeline:**

We would like to receive your quotation by 25.07.2024. We plan to make a decision by 27.07.2024 and expect the device to be delivered and installed by 30.07.2024.

## **Evaluation Criteria:**

Your quotation will be evaluated based on the following criteria:

1. Price
2. Performance specifications (meeting the above requirements)
3. Warranty and maintenance support
4. Delivery and installation schedule

**Please submit your quotation in an electronic format (Word or PDF) to [davspssa@gmail.com](mailto:davspssa@gmail.com)**