



AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

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Tender No: 2017-18/010

2 May 2018

REQUEST FOR TENDERS FOR 4 PHOTOCOPIERS (1 colour, 3 B&W)

The American Academy Alumni Foundation (AAAF) owner of the American Academy Larnaca invites tenders for the above-captioned equipment based on the following specifications.

The American Academy Larnaca is a private, selective, co-educational, independent school, registered under the Private School's Law, 1971, of the Republic of Cyprus. Uniquely, it is run by its own graduates, through the American Academy Alumni Foundation. It is a non-profit making organisation and a charitable institution.

Deadline and placement of offers:

1. Tenders should be submitted **as per clauses 5 and 6 below**, in a sealed envelope by:
12:00 noon, on Thursday 10th May 2018 in the Tender Box at the Administrator's Office (1st floor of Brotherhood Building).
2. **Incomplete tenders will be excluded.**
3. **The AAAF is not obliged to accept the lowest or any tender.**
4. **The AAAF may decide to award partial tender.**
5. **Tenderers must submit the following: a) total cost for a 5-year lease plan and b) the cost per page. For each a) and b) tenderers must submit option 1) to include A4 size photocopying paper of the quality that will be suitable for their proposed photocopiers and option 2) without the cost of photocopying paper.**
6. **Finally, tenderers are asked to state the response time for each call out.**

Specifications for:

<u>3 B&W Photocopiers</u>	<u>1 Colour Photocopier</u>
1. Console Type	1. Floor standing
2. Copying speed at least 65 copies/minute	2. Copying speed at least 60 copies / minute
3. Paper Capacity: 2 x 1500 sheets tandem tray	3. Paper capacity: at least 4 x 500 sheets
4. 2 x 500 sheets paper trays	4. Postscript emulation
5. 1 x 100 sheets bypass tray	5. 1 X 100 sheets bypass tray
6. Copier Resolution 600 dpi	6. Copier Resolution 600 dpi
7. Printer Resolution 1200 dpi	7. Printer Resolution 1200 dpi
8. Zoom 25% - 400% in 1% increments	8. Zoom 25% - 400% in 1% increments
9. Single Pass Duplex Feeder at least 200 sheets	9. Single Pass Duplex Feeder at least 200 sheets
10. Ενσωματωμένη φωτοτύπηση διπλής όψης	10. Ενσωματωμένη φωτοτύπηση διπλής όψης
11. Ενσωματωμένο Network printer	11. Ενσωματωμένο Network Printer
12. Ενσωματωμένος έγχρωμος σαρωτής	12. Ενσωματωμένος έγχρωμος σαρωτής
13. 3000 sheets Finisher/Stapler at least 60 sheets stapling	13. 3000 sheets Finisher/Stapler with at least 50 sheets stapling