Please provide the following information with your tender:

|  |  |
| --- | --- |
| **Name of your company** |  |
| **Your website** |  |

Brand and model of your bid:

|  |  |
| --- | --- |
|  | **Brand and model** |
| **Location Admin Department** |  |
| **Location Events Department** |  |

Expected cost:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Leasing cost** **36 months** | **Price per copy****colour** | **Price per copy****b/w** |
| **Location Admin Department** |  |  |  |
| **Location Events Department** |  |  |  |

Service questions:

|  |  |  |
| --- | --- | --- |
|  | **Yes/no reply** | **Cost (if any)** |
| Do you charge for IT support (network support)?  |  |  |
| Is there an installation charge? |  |  |
| Do you charge for delivery of the leased machines? |  |  |
| Are scans chargeable?  |  |  |
| Is there a minimum use per month?  |  |  |
| Do you offer a dedicated account manager? |  |  |

|  |
| --- |
| What service level agreement do you offer? (support desk working hours, maximum response time, arrangements in case machine cannot be fixed within the SLA) |
|  |
| Please describe your sustainability policy. Are your products sourced with the aim of sustainability in mind? |
|  |

Contact for bidding process:

|  |  |
| --- | --- |
| **Named contact** |  |
| **Company** |  |
| **Address** |  |
| **E-Mail** |  |
| **Telephone** |  |