

REQUEST FOR QUOTATION (RFQ)	
JCHS Ref:	RFQ/JCHS/(D)/PD&ACAD/2026/PR1347&PR1571
Quotation Deadline:	21 th September 2026
Closing time:	5.45pm
Email Submission:	rfq@jchs.edu.bn

Vendor Company Name:	
Vendor Company Address:	
Contact Number:	Office: Mobile:
Date of Submission:	
Quotation Reference No:	

No.	Item Description	Qty	UOM	Unit Price	Total Price
1.	Photocopier Machine Rental - Please include : FOC- 1000 copy pages B&W and 200 color - Kindly quote for the following period - 1 Year Rental, 2 Years rental and 3 Years rental Technical Specifications – PR 1571 General: - Desktop(reader combined + inner output) - Laser Dry Electrostatic Transfer system - Minimum 256MB memory - Network Interface: - o Ethernet (100Base-TX) - o USB 2.0 - Multiple copies: 1 to 999 copies - Magnification: 25% to 400% - Auto duplex - Power source: 220-240V AC, 50/60Hz Copy: - Monochrome/Colour - A4 speed: 25ppm - A3 speed: 15ppm - Resolution: - o Reading: 600x600dpi - o Writing: 1200x1200dpi - Paper Cassette: - o 250 sheets per capacity - o Maximum: 250+3x550 sheets paper capacity - Bypass: - o Standard: 100 sheets per capacity - 4 trays-2 standard trays - Acceptable paper weights - o Paper cassette: 64 to 90gsm - o Bypass: 64 to 128gsm - Support 9000-12,000 pages copy & print average per month Print: - UFR II LT - PCL 6	2	LOT		

	- OS compatibility - o Windows 10 professional + Windows 11 - Monochrome Scan - Resolution: - o Black and white- up to 600x600dpi - o Color – up to 300x300dpi - Color Scanner - OS compatibility - o Windows 10 professional + Windows 11 - o Mac OSX 10 and above				
Total Price					

Currency:	
Price Validity (Minimum 6 months):	
Warranty:	
Delivery Period:	
Brand / Origin:	
Remarks:	

TERMS AND CONDITIONS

1. All quotations shall be submitted via email to rfq@jchs.edu.bn and addressed to Procurement Department only unless stated otherwise on the RFQ.
2. It shall remain your responsibility to ensure that your quotations reach rfq@jchs.edu.bn on or before the stated deadline. Quotations that are submitted after the closing date, for whatever reason, shall not be entertained.
3. Please submit your electronic quote(s) or communicate your “No Offer” to rfq@jchs.edu.bn by replying the original RFQ email and ensure that the subject title of the email is maintained.
4. Your offer shall be reviewed based on completeness and compliance to the technical specifications / requirements provided by the requestors. Offers that do not meet these specifications / requirements shall be disqualified.
5. In response to requests for discounts or price reduction, you are to communicate your confirmation to discount or otherwise directly to the Purchaser only.
6. If you do not wish to participate in the RFQ, please reply the RFQ email with “No Offer” to rfq@jchs.edu.bn.
7. The Supplier agrees and undertakes that for all items/goods that carry an expiry date of less than twenty-four (24) months, the Supplier agrees to allow the end-user/college to exchange and/or return all items/goods subject to the mutual agreement of both parties.
8. The Supplier is required to provide the price validity period, product images, brand details, and expiry date or shelf life (if applicable).
9. The Supplier is required to fill in the Checklist below during quotation submission.
10. **Payment Terms: 60 days credit terms based on invoice date.**

CHECKLIST OF INFORMATION & DOCUMENTATION REQUIRED FOR QUOTATION SUBMISSION

No	General Requirements	Yes (☒)	No (☐)	Remarks
7.1	Delivery lead time and date of complete delivery to JCHS with respect to existing stock on hand or partial deliveries.			
7.2	Expiry date of item (minimum of at least 2 years and above, <i>subject to acceptance by requestor</i>).			
7.3	Quotation must be valid for at least one month or longer			
7.4	Updated Letter of Sole or Exclusive Distributor with a minimum validity period of six months, where applicable.			
7.5	Advice on storage conditions or special handling recommended by manufacturer for special items such as cold chain products, where applicable.			

No	For Medical Equipment Only	Yes (☒)	No (☐)	Remarks
7.7	Warranty period of 2 years (inclusive of parts and labor), where applicable.			
7.8	Quotation for Non-Comprehensive and Comprehensive Preventive Maintenance Service for Year 3 to Year 7 after warranty period of two years, where applicable.			
7.9	Frequency of Planned Preventive Maintenance (PPM) required in 1 year as recommended by the manufacturer, where applicable.			
7.10	Calibration with certificate is included in the warranty period of 2 years as recommended by the manufacturer, where applicable.			
7.11	Frequency of calibration required in 1 year, where applicable.			
7.12	Quotation for calibration services with certificate, where applicable.			



7.13	Period of spare parts availability, where applicable.			
7.14	Period of service support that can be provided, where applicable.			
7.15	Year of model release and status of model (latest), where applicable.			
7.16	Quotation for spare parts and accessories required by equipment, where applicable.			
7.17	Description of devices for testing and calibration required by equipment, where applicable.			
7.18	Regular calibration of testing devices used for maintenance / calibration work, where applicable.			
7.19	Proposed maintenance checklist, where applicable.			
7.20	Breakdown list of maintenance kit required for maintenance work, where applicable.			

The Terms & Conditions and the Checklist above will be subject to changes when deemed necessary by the Procurement Department.