Tenderer‘s Checklist

EMSA/OP/10/2015 - Purchase of multifunctional devices, printers and their associated maintenance

In order to submit an offer in this Procurement Procedure the tenderer has to complete and submit all documents listed below:

|  |  |
| --- | --- |
| Document | Check |
| Tenderer’s Offer |  |
| Signed Cover Letter |  |
| Legal Entity Form (LEF) |  |
| Financial Identification (BAF) |  |
| Declaration on Honour |  |
| Statement of Subcontracting/Joint Offer *(if applicable)* |  |
| Appendix II – Print Tests |  |
| Appendix III – Price Matrix |  |

The Tenderer’s Checklist and above mentioned documents (except those in Other) should be duly signed by the authorised representative.

Date:

Signature:

Name, title:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Base Configuration | Min. pages per minute (A4) | Minimum supported formats | Black and White printing | Colour Printing | Colour Scanning | Copying | Duplex | Staple | Hole Punch | Fax | Operator  Touch Screen |
| High-end MFD |  |  |  |  |  |  |  |  |  |  |  |
| Mid-size MFD |  |  |  |  |  |  |  |  |  |  |  |
| High-end Colour MFD |  |  |  |  |  |  |  |  |  |  |  |
| Mid-size Colour MFD |  |  |  |  |  |  |  |  |  |  |  |
| Low-level Colour MFD |  |  |  |  |  |  |  |  |  |  |  |
| Low-level Colour printer |  |  |  |  |  |  |  |  |  |  |  |
| Mid-level Printer |  |  |  |  |  |  |  |  |  |  |  |
| Entry-level Printer |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Base Configuration | Ability to print on vinyl | Details on used technology | Details on performance | Details on environ-mental impact | Policy on returning empty cartridges | Policy on handling of used materials | Operational Maintenance Service | | Additional Services | | | |
| Standard Services (Technical support, Logistical support, Initial training) | Provision of consumables (toner, staples, maintenance kits, etc.) | User training | Meter reading | Moves of MFD and printers | Taking back obsolete devices |
| High-end MFD |  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-size MFD |  |  |  |  |  |  |  |  |  |  |  |  |
| High-end Colour MFD |  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-size Colour MFD |  |  |  |  |  |  |  |  |  |  |  |  |
| Low-level Colour MFD |  |  |  |  |  |  |  |  |  |  |  |  |
| Low-level Colour printer |  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-level Printer |  |  |  |  |  |  |  |  |  |  |  |  |
| Entry-level Printer |  |  |  |  |  |  |  |  |  |  |  |  |