

**PERMANENT REPRESENTATION OF GREECE  
IN THE EUROPEAN UNION**

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Brussels, 1st February 2022  
Protocol No.: 721

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**Subject: "Invitation to submit a quote for the rental or financial leasing and maintenance of nine (9) photocopier-printer-scanner machines for the needs of the computer network of the Permanent Representation of Greece to the European Union (PRGREU) »**

The Permanent Representation of Greece to the EU, in the context of the provisions of Law 4412/2016, as amended and in force, requests the submission of a proposal - offer for the direct assignment, with the signing of a relevant contract, for the rental or leasing and the maintenance of nine (9) photocopiers-printers-scanners for the needs of its computer network, for a period of sixty (60) months with a budget of up to four thousand (4,000.00) euros per yearly quarter and eighty thousand euros (80,000.00 €) in total for the sixty (60) months, including VAT, according to the attached table of technical specifications, the faithful observance of which is a basic / necessary condition for the selection of the final offer. The new machines are going to replace the existing ones, whose contract expires on March 31, 2022.

The offer to be evaluated must include:

- a) Disk retention policy. Relevant cost (if any) for the disks to be delivered to the Permanent Representation at the end of the contract should be clearly stated.
- b) The final price, including all charges and VAT which should not exceed the total estimated budget.
- c) The unit price of equipment provided, including all charges and VAT
- d) The total corresponding VAT
- e) The duration of the offer
- f) The delivery time and full installation/operation of the photocopiers/printers/scanners, until the 1st April 2022.
- g) Advantages will be considered:
  - i) The inclusion of an offer or discount for the exchange of existing machinery
  - ii) The inclusion of a free usage limit offer of up to thirty thousand (30,000) black and white photocopies/ prints / scans as well as up to one thousand (1,000) color photocopies / prints / scans, per quarter.
  - iii) The supply of machines with the possibility of color printing / copying / scanning.  
Alternatively at least two (2) of the above machines.

The most economically advantageous quote will be selected, preferably including written guarantee of the delivery and installation in full operation mode of the machines until April 1, 2022 the latest. The quote must meet in its entirety the specified technical specifications and its total cost, including all expenses, must not exceed the amount of four thousand (4,000.00) euros per quarter and eighty thousand euros (80,000.00 €) for sixty (60) months, including the corresponding VAT.

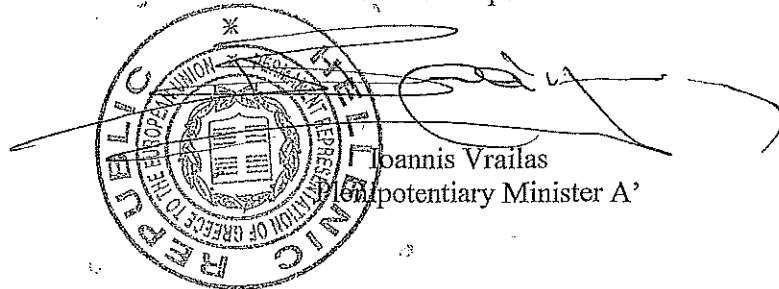
The quotes can be submitted electronically (in PDF format) to the following e-mail address: [adminfin@rp-grece.be](mailto:adminfin@rp-grece.be), or can be sent / submitted in printed form (enclosed envelope) to the financial department of the PRGREU (7<sup>th</sup> floor, 19-21 Rue Jacques De Lalaing 1040 Bruxelles), no later than February 11, 2022 at 17.00 pm, with the relevant indication. Late bids will not be considered valid.

Prior to the final contract, the bidder must provide:

1. tax and insurance information,
2. criminal record,
3. Certificate of valid representation - legal documents of recommendation
4. IBAN bank account.

The Permanent Representation reserves the right to request from the participants additional necessary information for the documentation / evaluation of the quotes. The contractors are obliged to provide them. In addition, the Contracting Authority reserves the right to cancel the procedure and repeat it with or without modification of the terms. Participants have no financial requirements in such a case. Offers from companies who were not invited will not be considered. The awarder company will be notified electronically.

The Permanent Representative



### Machines Technical Specifications

Feature		Notes
<b>Machines</b>		8 (one per floor) + 1 Heavy duty (Registry Dpt.). Color machines preferably. Alternatively, at least 2 of them.
<b>Type of contract</b>		Renting preferably. Leasing could be an option. Contract starts at 01/04/2022. Duration 60 months. Equipment delivery and installation/configuration within March 2022.
<b>Printing</b>	Minimum number of trays	2+bypass
	A3, A4 size support	At least
	Duplex	Required
	Speed (ppm)	At least 30 ppm. In case of color machine, it needs at least to be comparable
<b>Scanning (single pass)</b>	Color	Required
	Duplex	Required
	To Folder	Required
	OCR	English, French, Greek
	File type	pdf, tiff, jpeg (at least)
<b>Disk retention</b>		Required (prerequisite). Relevant cost (if any) for the disks to be delivered to the Permanent Representation should be clearly stated.
<b>Finisher</b>		Only in 1 machine (heavy duty). Staples delivered with the machine
<b>Badge</b>		Required. Compatible with the badges currently in use (badge type: em4x02).
<b>Print Server</b>		If Windows Server OS license is needed (e.g. for managing badging, devices, OCR etc.), it must be added/included in the offer. If, for any reason (e.g. software functionality), OS cannot be virtualized, necessary hardware must be added/included.
<b>Consumables</b>	Ordering	Ability to order ourselves consumables. A minimum stock needs always to be present in premises
	Recycling	Retrieval service of used consumables (e.g. toners) once a pre-agreed period (e.g. monthly)
<b>Support</b>		4h response time. Next Business Day worst case scenario. Means of contact: phone, e-mail (acceptable) order through web page (preferable)