



EMBASSY OF GREECE IN OTTAWA

80 MacLaren Str. K2P0K6, Ottawa

Tel.: 6132386271

Email: gremb.otv@mfa.gr

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File No. 085.1/AP 613

To: **Toshiba Business Solution.**
Michael.anderson@toshibatec.ca

"Invitation to tender with a view to purchasing a Copier (MFP) unit for the needs of the Embassy of Greece in Ottawa (80 Mac Laren Street)."

The Embassy of Greece in Ottawa shall proceed to the signing of a contract with a view to purchasing a Copier (MFP) unit and calls the interested company to submit a binding offer which should comply with the relevant terms of reference, as follows:

Embassy of Greece – 80 MacLaren Street – Ottawa Scope of Work

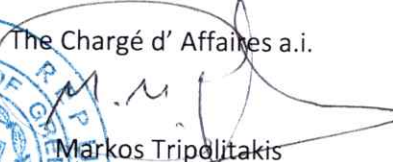
- **Install a new Copier (MFP) UNIT, at the premises of the Embassy of Greece in Ottawa. (80 Mac Laren Street, Ottawa), as follows:**
 - Disconnect and move the existing Toshiba 456A copier to the second floor and install it to the network
 - Supply New Copier (MFP) Toshiba Copier Model 5528A unit
 - Install the New Copier (MFP) Toshiba Copier Model 5528A unit and connect it to Lan network at the first floor of the premises,
 - Transfer any information from the older copier (Toshiba 456A) to the new one if required.
 - Perform the required quality assurance testing and inform the administrative staff of the Embassy of its primary functions.

The final offer shall also include:

- The price of unit, including taxes and HST.
- The duration of the offer.
- Unit guarantee terms
- Service Agreement Cost per Copy
- Cost per copy guaranteed period

The award criterion shall be the lowest offer in compliance with the aforementioned terms of reference. Tenders may be submitted either in printed or electronic form to the Embassy secretariat not later than **August 30, 2024**. IBAN bank account info must be provided as well. Bids from companies other than those invited will not be considered.

Lastly, extras will not be entertained, unless authorized by the Embassy of Greece.

The Chargé d' Affaires a.i.

Markos Tripolitakis
Embassy Counsellor

*According to Law No 4412/2016 (as amended and in force)