

Summary Specification		
BIL. SEBUTHARGA/QUOTATION REF.:	UBD/Q/016/2025 (LIBRARY) - [T]	
BIL. TAWARAN/TENDER REF.:		
TARIKH DIKLANKAN :	06 Mei 2025 [Selasa]	
TARIKH TUTUP :	20 Mei 2025 [Selasa]	JAM: 2 Petang
DOCUMENT FEE :		B\$ 10.00

IMPORTANT

The Official PDF quotation/tender form will be send via email once UBD Official receipt issued and send to vendors/supplier for confirmation of payment received.

Mode of Payments > REFER IN UBD WEBSITE

Please take note that the document fee for each of the New and Extended quotations will be BND 10.00 each

Important Note: Please ensure that you provide the correct details when making the payment.

Please email proof of the above payment to helpdesk.epay@ubd.edu.bn , finance@ubd.edu.bn,eprocurement.support@ubd.edu.bn.

TITLE :		TERMS CONTRACT FOR THE PROVISION OF PHOTOCOPYING, PRINTING AND SCANNING SERVICES AND PRINT MANAGEMENT SOFTWARE WITH ACCOMPANYING MAINTENANCE, SERVICES AND CONSUMABLE SUPPLIES FOR 3 YEARS AT UNIVERSITY BRUNEI DARUSSALAM LIBRARY
No.	Quantity	SPECIFICATIONS
1		<p>Universiti Brunei Darussalam invites potential vendor for provision of photocopying, printing and scanning services with print management software and accompanying maintenance, consumable supplies and services at University Brunei Darussalam Library for 3 years under the following terms and conditions:</p> <p>General Requirements</p> <ol style="list-style-type: none"> Minimum Units: A minimum of 2 units of printing, photocopy, and scanning machines must be provided. Minimum Rental Charge: The minimum rental charge for each unit is BND 50 per month. Contract Term: The minimum term of the contract is 3 years, with the possibility of extension up to 5 years upon mutual agreement of both parties. Printing Management Solution/Software: The vendor must provide a printing management solution/software, such as PaperCut, to manage the printing, photocopying, and scanning services, including monitoring usage and enabling online payment options.
		<p>Unit Specifications</p> <ol style="list-style-type: none"> Unit Type: The units provided must be heavy-duty laser printers and photocopiers. Paper Compatibility: The unit must accept both A4 and A3 paper sizes. Color Printing: The units must be capable of color printing Printing & Scanning Capabilities: a. The unit must be capable of duplex printing and duplex scanning. b. The unit must have a flatbed scanner or an automatic document feeder (ADF) capable of duplex scanning. Paper Tray Capacity: The unit's paper tray should be able to hold a minimum of 500 sheets. Security: The units must be secured to prevent unauthorized removal of paper. Direct Printing via USB: The unit must allow direct printing via USB drive, and the print management solution should identify the user. Network Connectivity: The unit must be a network printer connected via Ethernet cable (no Wi-Fi connection will be provided).

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No.	Quantity	SPECIFICATIONS
		<p>9. Print Release: Print release must be available directly on the unit. If a computer is required to release the print, the vendor must provide the computer.</p>
		<p>Vendor's Responsibilities</p> <p>1. Printing Management Solution:</p> <ul style="list-style-type: none"> • Vendor must provide a printing management solution (such as PaperCut). • The solution should be capable of online payment and allow users to top up online. • The library should be granted access to the printing management solution to view reports. <p>2. Maintenance and Support:</p> <ul style="list-style-type: none"> • The vendor is responsible for all maintenance and trouble shooting of the units. • The vendor must provide immediate service for troubleshooting issues. <p>3. Training and Support Materials:</p> <ul style="list-style-type: none"> • Vendor must provide training for library staff and users. • Vendor must provide clear, large banners or guidelines on how to use the units and the printing system. <p>4. Toner and Paper Supply:</p> <ul style="list-style-type: none"> • Vendor is responsible for providing toner and paper for the units. <p>5. Payment Process: Library users will make direct payments to the vendor for usage. The library will not manage any aspect related to payment or troubleshooting.</p> <p>6. Charges to Library Users:</p> <ul style="list-style-type: none"> • The vendor will decide the amount to be charged to the library users for printing services. • Scanning services should be free of charge to library users.
		<p>Payment and Legal Requirements</p> <p>1. Rental Payment: Rental payment should be made on time at the end of each month. Failure to pay will result in a notice, followed by potential legal action if no action is taken.</p> <p>2. Printing Quality: The vendor is responsible for ensuring the printing quality is maintained and meets the required standards.</p> <p>Additional Conditions</p> <p>1. Acceptance of Tender: The university reserves the right to accept or reject any tender without providing reasons.</p> <p>2. Equipment Specifications: The vendor must state the specific model and technical specifications of the units they are providing, including compliance with the minimum specs outlined in this document.</p> <p>3. Online Payment for Print Management: The printing management solution must allow for the top-up of printing credits online.</p> <p>4. Vendor Responsibilities for Troubleshooting: The Vendor provides prompt service for any technical issues, with the library not responsible for managing these issues.</p>