

Summary Specification	
BIL. SEBUTHARGA/QUOTATION REF.:	UBD/Q/281/2025 (Bursar) - [G]
TARIKH DIIKLANKAN :	03 Mac 2026 [Selasa]
TARIKH TUTUP :	17 Mac 2026 [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.

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

a) Quotations or tenders under Universiti Brunei Darussalam (Kerajaan) can be identified by the letter [G] at the end of the quotation/tender reference number.

Example: UBD/Q/123/2023 – [G]

Please ensure that your company makes payment to the correct account:

For [G] references → Kerajaan Account

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 :		<u>RENTAL OF PHOTOCOPYING MACHINE C/W SORTER AND DOCUMENT FEEDER FOR UNIVERSITI BRUNEI DARUSSALAM (ONE YEAR TERM CONTRACT)</u>
No.	Quantity	SPECIFICATIONS
1.		Rental of Photocopying Machine c/w Sorter and Document Feeder
		<u>Including:</u>
		· Supply of Toner
		· Maintenance Services
		· Supply of Staples Refill
		· Supply of A4 & A3 Papers
		<u>Notes:</u>
		Copy Speed : 30 - 35 copies per minute
a)	1 copy	Copy Charge for : A4 size
b)	1 copy	Copy Charge for : A3 size
2.		Heavy-Duty Photocopy Machine
i.	below 10 units	
ii.	11 - 20 units	
iii.	above 21 units	
3.		Medium-Duty Photocopy Machine
i.	below 10 units	
ii.	11 - 20 units	
iii.	above 21 units	
4.		Small Range Photocopy Machine
i.	below 10 units	
ii.	11 - 20 units	
iii.	above 21 units	