

Annex A: Photocopiers Maintenance

Type/ Brand: Canon

A Total of 25 Photocopier Machines as follows:

| Model | Serial Number | Quantity |
|-----------|---------------|----------|
| IRC 2220i | LYK 17490 | 1 |
| IR 2270 | KGL 15460 | 1 |
| IR 2545i | FUV 30867 | 19 |
| | FUV 30862 | |
| | FUV 31165 | |
| | PCU 00562 | |
| | PCU 00564 | |
| | PCU 00568 | |
| | PCP 01602 | |
| | PCP 01628 | |
| | PCP 01603 | |
| | PCP 01624 | |
| | PCP 01625 | |
| | PCP 01629 | |
| | PCP 01630 | |
| | PCP 50664 | |
| | PCP 50699 | |
| PCP 50669 | | |
| PCP 50700 | | |
| RPX 00572 | | |
| RPX 00597 | | |
| IR 3045 | MUZ 01481 | 3 |
| | SVP 00237 | |
| | SVP 00238 | |
| IR 4045i | HRW 04015 | 1 |

TORs/ Scope of Work: Regular maintenance and cleaning services for all above mentioned machines located in 4 premises (Zamalek, RSD/T, Main Building and Alexandria) with a minimum of monthly visit during the year in addition to on call visits as well as proving the needed spare parts, toners and consumables free of charge.

Mandatory requirements:

- Providing Original toners
- Response time for urgent requests should be within 24 hours

Site visits are recommended before submitting your proposals, you contract persons shall be:

Main Building: Hala Wassef

RSD/T: Dina El Shamy

Zamalek: Naglaa El Kashef

Alexandria: Ahmed Hilal

-----End of TOR-----