



**REQUEST FOR TENDER
No. RFT23SY24-SOR
Provision of Print Services
(MFD, Plotters
and Maintenance)**

The Principal is seeking Tenders for the provision of Multi-function devices (MFD) and plotters under a leasing agreement. Fixed copy charges, unit maintenance, servicing, consumables and print management tools to be included as part of the solution for the duration of the contract.

Obtaining Documentation: Requirements, criteria and documentation may be obtained by visiting the website: www.tenderlink.com/swancity/. If you have any issues contact the Contracts and Procurement Manager by email to tenders@swan.wa.gov.au

Deadline: 2:00 PM AWST,
Wednesday 7 June 2023

Lodgement: The Tender must be uploaded electronically through the City's E-tendering portal (<https://www.tenderlink.com/swancity/>).

The lowest price or any Tender will not necessarily be accepted. A Tender that is not lodged with the City before the Tender deadline will not be considered for evaluation. Tenders lodged by hardcopy, email or facsimile will not be accepted.

Canvassing of any City of Swan Councillors or Officers will disqualify Tenderers from the Tender process.

**Stephen Cain
CHIEF EXECUTIVE OFFICER**