



Date: August, 22-08- 2019

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/TLS/RFQ/2019/010**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following Provision of Maintenance Services for UNFPA office, IT equipment (Printers, Photocopiers & Scanner) indicated in the table below:

No	Item	Specification to supply	Quantity
1	HP Laser Jet M4555 MFP	Maintenance and services, Spares Kit, toners	2 unit
2	HP Color Laser Jet Pro MFP M177fw	Maintenance and services, Spares Kit, toners	2 unit
3	HP Laser Jet P1102	Maintenance and services, Spares Kit, toners	1 unit
4	HP Deskjet 1510 series	Maintenance and services, Spares Kit, toners	1 unit

This Request for Quotation is open to all legally-constituted company or institutions, **(local and international company)** operated in Timor Leste that can provide the requested to do maintenance and services for UNFPA IT equipment's (Printers, Photocopiers & Scanners) and have legal capacity to deliver / perform the service in the country or through an authorized representative in Timor Leste. For further information, please come to UNFPA office at UN House, Caicoli, Dili, Timor - Leste or contact Mr. Alcino Fernandes at his email is (afernandes@unfpa.org, HP. +670 77252100 / ext: 1416) to collect the details TORs and Quotation Form.

If you are interested, you must send your Quotation in email or in sealed envelopes to Ms. Elham, before or no later than 12.00 hours on 05<sup>th</sup> of September 2019. Her email is elamin@unfpa.org, HP. +670 78186532 / ext: 1413, UN House, Caicoli, Dili, Timor – Leste.

Approved by:

**Mr. Nicholas McTurk**  
**UNFPA Officer - Incharge**



UN House, Caicoli, Dili, Timor – Leste