



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR PRINTER SUPPLY, PRINTER MAINTENANCE SERVICES AND PRINTER SUPPORT FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations (hereinafter the “Mission”) issues a call for expressions of interest to provide Printer Supply, Printer Maintenance Services and Printer Support.

A) Printer Supply and Removal:

- no. 2 new **Xerox AltaLink C8235/T2** both with **Integrated Office finishers** and only one with **Fax kit**. On site delivery, unpacking, installation and initial setup should be included at no charge.
- Debris removal, pick up and disposal of no. 1 Ricoh MPC3503 and no. 1 Ricoh MPC5503 at no extra charge.

B) Printer Maintenance Services and Printer Support (27,000 prints-copies/BW/quarterly – 7,000 prints-copies/Color/quarterly):

- no. 2 **Xerox AltaLink C8235/T2** (see point A)
- no. 1 **Xerox AltaLink C8070** (year 2022)

Location

- The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)

Date and Time

5/9 next-business-day response or 7/24 same-day response plan (if available).

Specification of manpower

Licensed, skilled, knowledgeable, trustworthy, and fully insured companies specialized in Xerox Printer Maintenance Services and Printer Support.

Duration

Two-year contract (2026-2027).

Recipients

This call is intended to Xerox authorized partners who meet the requirements described above and who have the authorizations, qualifications, expertise, and resources to enter into such an agreement.

Duties and Activities

Including but not limited to:

- maintenance contract
- all parts, labor and supplies
- unlimited Service Calls
- telephone support
- on-site support

Insurance

COI is mandatory.

Purpose

This call is aimed to start a constructive dialogue with interested companies. At this stage, expressions of interest are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

Requirements

As a guarantee of sound business practices, companies must include in the expression of interest the following information:

- Business license
- Company profile

The expression of interest shall also indicate:

- 5/9 next-business-day response plan cost and/or 7/24 same-day response plan cost (if available)
- Hourly labor rate for regular, extra and emergency hours
- Response time for each of the above
- Labor and travelling expenses
- Cost of B/W and color print overages
- Full list of the consumables that are included or not included in the plan
- Warranty for labor
- Delivery time for the supply of no. 2 new printers

Submission of the Expression of Interest

The expression of interest must be submitted by email no later than November 16th, 2025, to the address admin.italyun@esteri.it (subject: *"EXPRESSION OF INTEREST FOR XEROX PRINTER SUPPLY AND MAINTENANCE SERVICES"*).

New York,