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IOM UN MIGRATION

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **MZ10_2025_118 - Preventive Maintenance and Repair Services for Office Printers all UN Agencies in Mozambique**

Date: 03 September 2025

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Provision of Preventive Maintenance and Repair Services for Office Printers all UN Agencies in Mozambique

1. Background and Context

The UN organization in Mozambique has offices in Maputo and other provinces with ICT and telecommunications infrastructure of different sizes and equipment depending on the organizations' workforce size and global LTAs for ICT equipment and services. Part of these infrastructures are printers of different makes, models, sizes, and functionalities requiring periodic maintenance and repair. And considering the specialized skill sets needed to maintain them, it is recommended to outsource this service capitalizing on the local market that offers such expertise at an affordable cost.

Objective:

The selected service provider will be responsible for:

- Routine preventive maintenance of UN printers three (3) times a year;
- On-demand corrective repairs, including replacement of faulty parts;
- Ensuring timely response to service calls (within 4 hours);
- Providing detailed reports on the maintenance work and recommendations for improvement.

Submission Deadline: **Quotations must be submitted no later than 25 September 2025, 17.00 Hrs. Central Africa Time (CAT+02:00).**

Submission Address: rfpmoz@iom.int

Subject line: **MZ10_2025_118 - Preventive Maintenance and Repair Services for Office Printers all UN Agencies in Mozambique**

More Information:

The full Terms of Reference (ToR), including printer inventory, scope of services, and evaluation criteria, can be accessed here: https://mozambique.iom.int/tenders

For queries, please contact: SAEZ Frédéric Guy Valery: fsaez@iom.int

Approved by:

Signature: SAEZ.F Digitally signed by SAEZ.F Date: 2025.09.09 14:59:11 +02'00'