

**ANNEX A**  
**Terms of Reference**  
**ITB-GRC-2020-001**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Greece operation, invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the supply of Toners/Cartridges (referred to hereinafter as “Goods”). UNHCR may award Frame Agreement(s) with initial duration of one year, potentially extendable for a further period of one year, for supplying its operations in Greece.

The organization uses approximately 113 HP, Canon and Samsung Printers and Photocopiers, both Networked and Standalone, Black & White as well as coloured printers and photocopiers. All the equipment is currently located at nine (9) UNHCR offices /locations) in Greece (Office of the Athens, Attica, Thessaloniki, Ioannina & islands, such as Lesbos, Samos, Chios, Kos, Samos, Chios, Leros.

**REQUIREMENTS:**

- The packing may be in boxes and in accordance with the relevant Purchase Order
- The Toner/Cartridges requested has to be sealed by the original manufacturer and the toner/cartridges refilling practices will be rejected.
- In cases of supplier’s quality default, in addition to the good’s PO liquidated damages clause, the costs will be charged to the supplier.

**IMPORTANT:**

Detailed models are included herein- list of items-

UNHCR has the right to proceed with a split award per brand.

NO.	ITEM Description	PRODUCT #	Estimated Annual Requirements
<b>Greece Operation</b>			
<b>Toners &amp; Cartridges</b>			
1	HP Color LaserJet flow MFP M880	CF300A – Black or CF300AC – Black	45
2	HP Color LaserJet flow MFP M880	CF301A – Cyan or CF301AC – Cyan	35
3	HP Color LaserJet flow MFP M880	CF302A – Yellow or CF302AC – Yellow	35
4	HP Color LaserJet flow MFP M880	CF303A – Magenta or CF303AC – Magenta	35
5	HP Color LaserJet Pro MFP M477fdw	CF410XC Black	70
6	HP Color LaserJet Pro MFP M477fdw	CF411XC Cyan	60
7	HP Color LaserJet Pro MFP M477fdw	CF412XC Yellow	60
8	HP Color LaserJet Pro MFP M477fdw	CF413XC Magenta	60
9	HP Color LaserJet Pro MFP M479fdw	W2020X Black	20
10	HP Color LaserJet Pro MFP M479fdw	W2021X Cyan	10
11	HP Color LaserJet Pro MFP M479fdw	W2022X Yellow	10
12	HP Color LaserJet Pro MFP M479fdw	W2023X Magenta	10
13	HP LaserJet Enterprise MFP M680dn	CF320A Black	35
14	HP LaserJet Enterprise MFP M680dn	CF321A Cyan	25
15	HP LaserJet Enterprise MFP M680dn	CF322A Yellow	25
16	HP LaserJet Enterprise MFP M680dn	CF323A Magenta	25
17	HP Designjet T795	C9403A BLACK	5
18	HP Designjet T795	C9374A GRAY	5
19	HP Designjet T795	C9371A CYAN	5
20	HP Designjet T795	C9373A YELLOW	5
21	HP Designjet T795	C9372A MAGENTA	5
22	Zebra - ZXP SERIES 3 ID CARD PRINTER	Zebra True Colours Ribbon - YMCKOK 800033-848	5

23	Rio Pro ID and smart card printer - 3652-3022	MA300YMCKO 5 panel colour dye film – YMCKO	5
24	Evolis Primacy	R5F008XXX	10

PRINTER CONSUMABLES			
25	HP Color LaserJet flow MFP M880	CF358A DRUM	15
26	HP Color LaserJet flow MFP M880	CF359A DRUM	15
27	HP Color LaserJet flow MFP M880	CF364A DRUM	15
28	HP Color LaserJet flow MFP M880	CF365A DRUM	15
29	HP Color LaserJet flow MFP M880	C1N58A FUSER KIT	9
30	HP Color LaserJet flow MFP M880	A2W77-67904 TRANSFER KIT	9
31	HP LaserJet Enterprise MFP M680dn	FUSER KIT	3
32	HP LaserJet Enterprise MFP M680dn	TRANSFER KIT	3
33	Evolis Primacy	PVC blank cards C4001	5 Packs
34	Evolis Primacy	Cleaning Kit ACL002	3 Packs