

Terms of Reference (ToR)
Photocopier maintenance
National Commission for Lebanese Women (NCLW)
2017

Background

The National Commission for Lebanese Women is an official body established in 1998 by law 720 and is directly affiliated to the presidency of the Council of ministers. As the National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues. NCLW also fulfills a coordinative mission acting as the policy coordinator on gender-based issues between public institutions and Non-Governmental Organizations (NGOs) and an executive mission which includes the development of national strategies and plans for the advancement of women's situation in collaboration with different stakeholders, of which public institutions and civil society organizations, the elaboration and publication of studies and researches addressing women issues....

NCLW is planning to contract a company to maintain on annual basis their photocopiers in good working conditions including shop repairs or overhauls if deemed necessary

Tasks and responsibilities

- Periodical preventive maintenance inspections so as to maintain the machines in working condition during which the equipment will be cleaned, lubricated, adjusted, and checked for worn parts.
- Replacement of any necessary part and electronic units
- Emergency repairs
- Prompt response to calls within 24 hours

Photocopiers specifications:

- Konica Minolta Bizhub 350 FS 508 DF 605
- Minolta Digital Copier DI 183

Contract duration: 1 year

Interested companies are requested to send their quotations to: info@nclw.org.lb before 20/08/2017 (noon Beirut time) with a clear subject: NCLW maintenance photocopier quotation.