



National Airports Corporation

Request for Quotation (RFQ)

RFQ No: NAC-PR-01/26 - Supply and Service of Multi-Function Printers/Copiers.

1. Introduction

The National Airports Corporation invites qualified vendors to submit proposals for the supply and service of multi-function printers/copiers for its offices throughout the country.

2. Scope of Supply

Vendors are requested to provide:

- a. Multi-function printers/copiers.
- b. Installation and configuration services.
- c. Ongoing maintenance and technical support.
- d. Supply of consumables (toner, drums, etc.).

3. Location of Airports

The supplier is required to provide the service to the following airports. Supplier must have local office in those provinces or be able to provide service to these airports adequately.

- a. Port Moresby International Airport, NCD
- b. Nadzab Tomodachi International Airport, Morobe Province
- c. Madang Airport, Madang Province
- d. Tokua Airport, East New Britain Province
- e. Kagamuga Airport, Western Highlands Province
- f. Goroka Airport, Eastern Highlands Province
- g. Boram Airport, East Sepik Province
- h. Vanimo Airport, West Sepik Province
- i. Momote Airport, Manus Province
- j. Kavieng Airport, New Ireland Province
- k. Hoskins Airport, West New Britain Province
- l. Tari Airport, Hela Province
- m. Mendi Airport, Southern Highlands Province
- n. Wapenamanda Airport, Enga Province
- o. Gurney Airport, Milnebay Province
- p. Girua Airport, Oro Province

4. Technical Requirements

The proposal must meet the following technical requirements.

- a. Print, copy, and scan in both mono and color.
- b. Capable of A4 and A3 printing, copying, and scanning.
- c. Provides standard A4 & A3 paper trays and bypass tray.
- d. Able to print 25 or more A4 pages per minute (ppm).
- e. Able to print 12 or more A3 pages per minute(ppm).
- f. Can print special papers and booklets.
- g. Network connectivity and compatibility with standard office IT infrastructure.
- h. Energy-efficient models preferred.
- i. Integration with PaperCut or similar software and card readers for authentication against Active Directory.

5. Pricing Requirement

Vendor must provide the financial proposal with 2 options.

Option 1 - Toner-based pricing model:

- a. Cost of Printer
- b. Cost of Black toner
- c. Cost of Cyan toner
- d. Cost of Magenta toner
- e. Cost of Yellow toner
- f. Cost of Drum Unit

Option 2 – Contract-based pricing model:

- a. Cost of Printer
- b. Cost per mono paper print for 30,000 advance block.
- c. Cost per color paper print for 15,000 advance block.

6. Supplier Qualification

Vendor must meet the following prerequisites.

- a. Has at least an office in the province where our airport is located.
- b. Has been in the printing business for more than 5 years.
- c. Has more than 5 active large corporation similar to NAC who have been with them for the last 3 years.
- d. Provide current and valid IPA and IRC documents.

7. Contract Terms

Proposals must include:

- a. Warranty period for equipment.
- b. Service level agreements (SLAs) for maintenance and support of max 3 years.
- c. Response times for technical issues.
- d. Contract duration and renewal options.
- e. Payment terms.
- f. Trade-in terms.

8. Submission Guidelines

- a. All proposals are to be emailed to printer_rfq@nac.com.pg.
- b. Total email size must be less than 10MB. If more than that, use cloud drives and provide link to download in the email body.
- c. Deadline for submission is 4th September 2026 no later than 4.06pm.
- d. Proposals must be valid for a minimum of 90 days from submission.

9. Evaluation Criteria

Proposals will be evaluated based on:

- a. Compliance with technical requirements.
- b. Cost-effectiveness and transparency of pricing.
- c. Vendor experience and references.
- d. Quality of after-sales service and support.
- e. Establishment in provinces.

10. Contact Information

- a. All questions or queries are to be sent to printer_rfq@nac.com.pg.
- b. More information like the number of printers per site, the printer size, the types of printers, printing volume, card reader, card types etc will be provided upon request through the email above.

APPENDIX A: MANDATORY FORM OF QUOTATION

(Vendor must complete and submit this form with its Letterhead and signed by an authorized corporate officer)

To: The Tender Evaluation Committee, National Airports Corporation

Project: Supply and Service of Multi-Function Printers/Copiers

RFQ Number: NAC-PR-01/26

SECTION 1 (PART A): BIDDER IDENTIFICATION & QUALIFICATION PREREQUISITES

- **Legal Company Name:** _____
- **Years in the Printing Business:** _____ Years *(Must exceed 5 years to pass)*
- **Bid Validity Period:** _____ Days *(Minimum 90 days required from submission)*

Corporate References:

Provide details of at least five (5) active corporate clients similar in scale to NAC over the last 3 years:

1. **Client Name:** _____ **Contact Person/Phone:** _____
Contract Period: _____
2. **Client Name:** _____ **Contact Person/Phone:** _____
Contract Period: _____
3. **Client Name:** _____ **Contact Person/Phone:** _____
Contract Period: _____
4. **Client Name:** _____ **Contact Person/Phone:** _____
Contract Period: _____
5. **Client Name:** _____ **Contact Person/Phone:** _____
Contract Period: _____

SECTION 1 (PART B): MANDATORY DOCUMENT CHECK-OFF LIST

The bidder must attach the following current, valid documents.

Document Description	Attachment Verified by Vendor	Ref / Page No. in Vendor Proposal	For NAC Evaluation Use Only (Pass / Fail)
1. IPA Certificate of Incorporation Current Investment Promotion	[]		

Authority (IPA) registration certificate proving legal status in PNG.

2. IRC Tax Compliance Certificate (TCC)

Valid Internal Revenue Commission certificate showing good standing for corporate Income Tax and GST. ☐

3. IPA Company Extract

Recent extract (dated within the last 30 days) showing current directors, shareholders, and registered office. ☐

SECTION 2: PROVINCIAL ESTABLISHMENT & SERVICING DEPLOYMENT

Suppliers must cross [X] to verify physical presence or explicitly state their logistics plan for all 16 airport hubs.

#	Airport Location	Province	Physical Local Office? (Y/N)	If No, Specify Logistics / Support Plan
a	Port Moresby Int. Airport	NCD	☐	
b	Nadzab Tomodachi Int. Airport	Morobe	☐	
c	Madang Airport	Madang	☐	
d	Tokua Airport	ENB	☐	
e	Kagamuga Airport	WHP	☐	
f	Goroka Airport	EHP	☐	
g	Boram Airport	East Sepik	☐	
h	Vanimo Airport	West Sepik	☐	
i	Momote Airport	Manus	☐	

j	Kavieng Airport	New Ireland	[]
k	Hoskins Airport	WNB	[]
l	Tari Airport	Hela	[]
m	Mendi Airport	SHP	[]
n	Wapenamanda Airport	Enga	[]
o	Gurney Airport	Milne Bay	[]
p	Girua Airport	Oro	[]

SECTION 3: TECHNICAL COMPLIANCE MATRICES

Vendors must fill out the exact specifications of the hardware models they are proposing.

Hardware Core Specifications (add addition lines for each model proposed)

- **Proposed Equipment Brand & Model:**

- **A4 Print Speed (Mono / Color):** Monochrome: _____ ppm | Color: _____ ppm
(Must be ≥ 25 ppm)
- **A3 Print Speed (Mono / Color):** Monochrome: _____ ppm | Color: _____ ppm
(Must be ≥ 12 ppm)
- **Standard Paper Trays Included:** A4 Tray | A3 Tray | Bypass Tray
- **Special Media Handling Capabilities:** Special Papers | Automated Booklet Printing
- **Energy Efficiency Rating / Certification:**

Network Security & Software Integration Compliance

- **Network & IT Infrastructure Compatibility:** Yes | No
- **Active Directory Integration Capability:** Yes | No
- **Native PaperCut (or equivalent software) Integration:** Yes | No
- **Physical Proximity Card Reader Compatibility:** [] Yes | [] No (*Specify card types supported:* _____)

- **Secure Print Release Authentication Features:** Yes | No

SECTION 4: FINANCIAL PROPOSALS

Vendors must complete both pricing models in Papua New Guinea Kina (PGK).

Option 1: Toner-Based Pricing Model

Item Component Description	Unit Cost (Ex-GST)	GST Amount	Total Unit Price (PGK)
Hardware Base Cost per Multi-Function Printer <i>(mention printer model in each line below)</i>			
Cost of Replacement Black Toner Cartridge			
Cost of Replacement Cyan Toner Cartridge			
Cost of Replacement Magenta Toner Cartridge			
Cost of Replacement Yellow Toner Cartridge			
Cost of Replacement Maintenance Drum Units			

Option 2: Contract-Based (Cost-Per-Page) Pricing Model

Item Component Description	Unit Cost (Ex-GST)	GST Amount	Total Unit Price (PGK)
Hardware Base Cost per Multi-Function Printer			
Fixed Cost per Mono Print <i>(Within 30,000 block)</i>			
Fixed Cost per Color Print <i>(Within 15,000 block)</i>			
Fixed Scheduled Maintenance & Service Fees			

SECTION 5: COMMERCIAL TERMS & SERVICE LEVEL AGREEMENTS (SLAs)

Maps directly to Section 7 of the RFQ.

- **Equipment Warranty Period:** _____ Months / Years
- **Proposed Contract Duration:** _____ Years (*Maximum 3 Years*)
- **Equipment Trade-In Framework Terms:**

- **Standard Progress Payment Terms:**

Guaranteed Technical Response & Resolution Times

Location Tier Classification	Phone Support Response	On-Site Technician Response	Maximum Target Fix Time
Main Hubs (<i>NCD, Morobe, WHP, Madang, Tokua, Goroka, Kimbe</i>)	_____ Mins	_____ Hours	_____ Hours
Provincial Airports (<i>Other Sites</i>)	_____ Mins	_____ Hours	_____ Hours

SECTION 6: BIDDER DECLARATION & SIGNATURE

I hereby certify that the information provided in this Form of Quotation is true, accurate, and completely compliant with the baseline mandates of RFQ No: NAC-PR-01/26.

Authorized Signature: _____ **Date:** ____ / ____ / 2026

Name of Signatory: _____ **Title:** _____