

## Notice of Tender (English)

**I. General Provisions**

- 1) Project name: Lease of Printers and Photocopiers for SUNY Korea
- 2) Service Period: April 2024 to March 2027 (36 months)
- 3) Specifications and Quantities: Refer to Attachment 3
- 4) Estimated Price: Not disclosed

**II. Bidding Schedule and Submission**

- 1) Bidding Schedule

Category	Bid Announcement	Bid Registration Deadline	Bid Opening
Date	March 25, 2024 (Mon.) ~ March 29, 2024 (Fri.)	March 29, 2024 (Fri.)  by 15:00	March 29, 2024 (Fri.)  at 16:00
Details	SUNY Korea webpage	Room A418 (HR & Operations Team Office)	Room A501 (Meeting room)

※ The schedule is subject to change due to circumstances, and any changes will be notified in advance via phone call or email.

- 2) Submission Method

Postal submission (Accepted until March 29, 2024, postmarked date), in-person submission

- 3) Submission Location: HR & Operations Team, State University of New York Korea

\* Room A418, 119-2 Songdo Munhwa-ro, Yeonsu-gu, Incheon, South Korea

**III. Bidding Method: Open Competitive Bidding (Lowest Price Bidding)**

**IV. Eligibility**

- 1) There is no disqualification under the “Enforcement Decree of The Act on Contracts to Which the State Is A Party.”
- 2) Registration completed by the bid registration deadline.
- 3) Companies with valid business registration and currently engaged in activities relevant to the bidding conditions.
- 4) If unqualified bidders participate, they may be sanctioned as fraudulent contractors under the “Enforcement Decree of The Act on Contracts to Which the State Is A Party.”

**V. Bid Opening**

- 1) Date: March 29, 2024 (Fri.) at 16:00
- 2) Location: Room A501, State University of New York Korea

**VI. Determination of Successful Bidder**

- 1) In accordance with the laws and regulations related to contracts with the government, the university will select the bidder with the total lowest bid price (including VAT) below the estimated price.
- 2) In case of identical bids from two or more bidders, the university will conduct a draw among the bidders with identical prices.

**VII. Invalidation of Bids:** In accordance with the “Enforcement Decree of The Act on Contracts to Which the State Is A Party.”

**VIII. Documents to be Submitted for Bid Participation**

- 1) Bid Participation Application Form (University Form) 1 copy
- 2) Price Bid Form (University Form) 1 copy
- 3) Consent Form for Collection and Use of Personal Information (University Form) 1 copy
- 4) Integrity Contract Compliance Agreement (University Form) 1 copy
- 5) Certificate of Corporate Registration 1 copy  
\* For individuals, submit a copy of the Resident Registration Certificate
- 6) Seal Certificate (Corporate seal) and Certificate of Usesignet (if using a Usesignet) 1 copy each

\* For individual business owners, a copy of the owner's Resident Registration Certificate and a Seal Impression Certificate for the owner 1 copy each

- 7) Business Registration (License) Certificate 1 copy
- 8) Bid Security Insurance Certificate (Over 5% of the bid amount) 1 copy

**IX. Others**

- 1) This bid will be conducted in accordance with the procurement procedures of the State University of New York Korea, and matters not specified in the procedure will be governed by the “Enforcement Decree of The Act on Contracts to Which the State Is A Party.”
- 2) Bidders are responsible for understanding all aspects of the bid, including bid conditions and equipment status, and failure to do so is the responsibility of the bidder.
- 3) Incomplete or unclear submission documents may result in rejection, and submitted documents will not be returned.
- 4) In case of disputes in the bidding, contract, or contract execution, the university's interpretation or judgment will prevail.
- 5) If there are fewer than 2 participating companies, a re-bid notice will be issued.

**X. Inquiry**

Project-related  
IT Service Team, SUNY Korea  
Taehyung Park  
Tel: 032-626-1172  
Email: [taehyung.park@sunykorea.ac.kr](mailto:taehyung.park@sunykorea.ac.kr)

Bidding-related  
HR & Operations Team, SUNY Korea  
Jaewon Nam  
Tel : 032-626-1146  
Email : [jaewon.nam@sunykorea.ac.kr](mailto:jaewon.nam@sunykorea.ac.kr)

Announced as stated above.

March 2024

The State University of New York, Korea