

SPECIFICATION LIST: T05/25 Photocopy

PROJECT: Photocopy machine lease agreement

VENUE: Flavius Mareka TVET College

Delivery date: 3-Year contract

Service provider name and/or stamp

Vendor number

- ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
- OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID
- IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE SPECIFICATION LIST MUST BE SUBMITTED FOR EACH DELIVERY POINT
- If the offer does not comply with the specifications, clearly indicate deviations

Supply and deliver the following items as and when it is needed:										
Please give as much information as possible on the item - it assist in the comparison of the quotes as well as the evaluation										
ITEM DESCRIPTION:	Qty	Brand / Model	Country of origin	Size	Material (wood, plastic, glass, aluminium, etc.)	Capacity	Guarantee (if any)	Colour	Price per item	TOTAL PRICE IN RSA CURRENCY *(all applicable taxes incl)
Machine 1	6								Please refer to pages 15 to complete pricing schedules	
Machine 2	9									
Machine 3	6									

MACHINE 1

Mono multifunctional machine requirements

Machine 1 (copy/print/scan): required quantities: 6 of this machine

Criteria	Minimum requirements	Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.
1 Copy Speed	: 30 to 40 pages per min	
2 Document feeder	: 50 pages	
3 Total paper capacity	: 2 x 500 sheet drawer	
4 Copy Size	: A4 only	

5	Media type support	:	Envelopes, labels, transparencies,	
6	Network printing	:	Both 32 and 64 BIT	
7	Network scanning	:	Must be included	
8	Scan formats	:	PDF/GIF/JPEG	
9	Monthly volume this is the capability of the machine and not the committed monthly volume	:	10 000 prints and copies combined	
Please note machine 1 must be fully equipped to comply and to be included in the following:				
"Follow-me" print and Security requirements on devices as per page 6 and onwards				
Black + white machines				6
Service and maintenance requirements on devices including Remote Service as per page 9 and onwards				

MACHINE 2

Mono multifunctional machine requirements				
	Machine 2 (copy/print/scan): required quantities: 9 of this machine			
	Criteria	Minimum requirements	Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.	
	Copy functionality:			
1	Copy Speed	:	35 to 40 pages per min.	
2	Copy Memory	:	2048MB	
3	Copy Quality (Resolution)	:	600 x 600 dpi or better	

* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skill development levies

4	Total paper capacity	:	4 x 500 sheets Drawers (A3,A4), total of 2000 sheets	
5	Copy Size	:	A5 – A3	
6	Paper weight	:	60 - 210g	
7	Warm up time	:	12 seconds	
8	First copy time	:	3.6 seconds	
9	Duplex unit (for automatic back to back copy)	:	Stackless and must be included	
10	Reversible auto document feeder	:	100 sheets	
11	Storage Hard Drive	:	250GB HDD	
12	Monthly volume this is the capability of the machine and not the committed monthly volume	:	40 000 prints and copies combined	
	Output finishing capabilities:		Only on 1 of the machines	
1	Floor standing finisher: not internal finisher	:	Corner and 2 point side staple, min. 100 sheets	
	Printing functionality:			
1	Direct print from USB	:	Must be included	
2	Bluetooth printing	:	Must be included	
3	Print resolution	:	Min 1800 dpi x 600 dpi	
4	Secure printing	:	Must be included	
5	PDL	:	PCL5e/c, PCL XL, Postscript 3	
6	Network printing	:	Must be included	
7	Operating Systems supported	:	Windows 2000, 64 bit, Vista, Server 2003/2003 64 bit,	
		:	Server 2008/2008 64 bit, Mac OS 9.2, Intel, Linux	

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	Scan functionality:		
1	Type	:	Full colour scanning
2	Scanning speed	:	Min of 70 opm @ 300dpi/42 opm @ 600dpi
3	Scanning size	:	Max A3
4	Output format	:	TIFF/PDF/Compact PDF/JPEG
5	Scan to SMB	:	Must be included
6	Scan to FTP/Web DAV	:	Must be included
7	Scan to HDD	:	Must be included
8	Scan to USB	:	Must be included
9	Scan to e-mail	:	Must be included
Please note machine 2 must be fully equipped to comply and to be included in the following:			
"Follow-me" print and Security requirements on devices as per page 6 and onwards			
Black + white machines 9			
Service and maintenance requirements on devices including Remote Service as per page 9 and onwards			

MACHINE 3

	Mono multifunctional machine requirements		
	Machine 3 (copy/printscan): required quantities: 6 of this machine		
	Criteria	Minimum requirements	Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.
	Copy functionality:		
1	Copy Speed	:	70 to 75 pages per min.
2	Copy Memory	:	1 GB
3	Copy Quality (Resolution)	:	1200dpi x 600 dpi

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4	Total paper capacity	:	No less than 3600 sheets in total		
5	Copy Size	:	A5 – A3		
6	Original type	:	Sheet, Book, 3-D Objects		
7	Paper weight	:	50 - 200g		
8	Warm up time	:	4.5 min or less		
9	First copy time	:	2.9 seconds		
10	Duplex unit (for automatic back to back copy)	:	Stackless and must be included		
11	Reversible auto document feeder	:	100 sheets		
12	Storage Hard Drive	:	Min of 60GB HDD		
13	Monthly volume this is the capability of the machine and not the committed monthly volume	:	250 000 prints and copies combined		
	Output finishing capabilities:				
1	Floor standing finisher: not internal finisher	:	Corner and 2 point side staple, min.		
2	Punch Z-fold unit - must Z-fold A3 to B4 sheets	:	2 and 4 holes		
3	Saddle stitch booklet fold function	:	Must be included		

	Printing functionality (Embedded Image controller):		
1	Direct print from USB	:	Must be included
2	Bluetooth printing	:	Must be included
3	Print resolution	:	Min 2400 dpi x 600 dpi
4	Secure printing	:	Must be included
5	PDL	:	PCL5e/c, PCL XL, Postscript 3

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6	Operating Systems supported	:	Windows 2000, 64 bit, Vista, Server 2003/2003 64 bit,	
		:	Server 2008/2008 64 bit, Mac OS 9.2, Intel, Linux	
	Scan functionality:			
1	Type	:	Full colour scanning	
2	Scanning speed	:	Min of 75 opm @ 600 dpi, 300dpi/90 opm @ 400 dpi, 200 dpi	
3	Scanning size	:	Max A3	
4	Output format	:	TIFF/PDF/Compact PDF/JPEG	
5	Scan to SMB	:	Must be included	
6	Scan to FTP/Web DAV	:	Must be included	
7	Scan to HDD	:	Must be included	
8	Scan to USB	:	Must be included	
9	Scan to e-mail	:	Must be included	
	Please note machine 3 must be fully equipped to comply and to be included in the following:			
	"Follow-me" print and Security requirements on devices as per page 6 and onwards			
	Black + white machines		6	
	Service and maintenance requirements on devices including Remote Service as per page 9 and onwards			

"Follow-me" print and Security requirements on devices - required on all machines - Continue

Objective: Comprehensive consolidated reporting through a "Central" Console to:

- 1 Track all copying, printing, faxing and scanning
- 2 Produce detailed reports
- 3 Cost saving tool
- 4 "follow-me print"

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- 5 Secure document release
- 6 Individual billing to all students and departments for monthly usage.
- 7 To integrate with existing access and security cards system, therefore having one card per individual for both systems

All of these machines should be equipped with both the hardware, licenses and periphery to comply with the following:

	Criteria	Minimum requirements		
	Document release and tracking must be implemented via a Non-contact IC Card System:			
	For ALL functionality of device i.e. copy, print, and scan:		Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.	
1	Card system frequency	: 125MHz		
2	Authentication must be done against Active Directory/Biometrics	: Active Directory Synchronization Mandatory		
3	Allow user to produce documents at any device, cost must be allocated to users account	: Mandatory		
4	Separate print server to be provided by vendor	: Mandatory Windows 2008 STD server software incl license		
		: Minimum of 3 GHz Cpu		
		: Minimum of 2 x 250GB HDD		
5	All service and maintenance of server to be done by vendor	: Mandatory		
6	Card readers per device (hardware)	: One per Multifunctional device		
7	Quantity of authentication cards to be programmed:	: 8000 security and access cards		
		: To integrate with current access and		
		: security systems		

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8	All licenses for IC Card authentications	:	Must be included		
9	All software for IC Card authentications	:	Must be included		
10	All interface requirements with the device/MFP	:	Must be included		
11	All interface requirements with Flavius network environment (same as printing requirements)	:	Must be included		
12	Installation and set-up of units and IC cards	:	Must be included		
13	Training of users	:	Must be included		
14	Service and maintenance of units and IC cards	:	Must be included		
15	All additional IC cards	:	Must be included		
16	Centralized management of devices	:	Mandatory		
17	Tracking of all:				
	Users	:	Mandatory		
	Departments	:	Mandatory		
	Devices	:	Mandatory		
	Copies, prints, and scans made	:	Mandatory		
18	Information must be live	:	Mandatory		
19	Reporting requirements:				
	Reporting module to be installed on multiple workstations	:	Mandatory		
	Detailed by user	:	Mandatory		
	Device report	:	Mandatory		
	Department and device reports	:	Mandatory		
	User and device	:	Mandatory		
	The type and name of documents produced	:	Mandatory		
	Automated mailing of reports	:	Mandatory		
20	Cost savings function requirements:				

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	Enforce double sided printing/copying	:	Mandatory		
	Black and white documents as default	:	Mandatory		
21	Required restrictions access:	:	Device restrictions		
		:	User restrictions		
		:	User authentication		
		:	Print/copy volume restrictions		
22	Secure data storage in the HDD of each device	:	Must be included		
23	Secure scanning	:	Must be included		
24	IEEE 802.1X Compatibility	:	Must be included		
25	Student usage and billing	:	Loading of prepaid vouchers		
		:	Student usage to be billed to student account		
		:	Student usage to be deducted from prepaid system		
		:	Re-usable prepaid system per student per output required		

Service and maintenance requirements on devices including Remote Service - required on all machines

Required machines:

Machine 1

Machine 2

Machine 3

Quantities:

6 units

9 units

6 units

All of these machines should be equipped with both the hardware, licenses and periphery to comply with the following:

	Criteria	Minimum requirements		
	Remote Service: Remote service diagnostics, service reporting, device status monitoring, service notification and meter readings to be done remotely without human intervention.			
	Remote service requirements:		Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.	
1	Each MFP should be equipped with a remote service module.	:	Mandatory	
	Communication devices	:	To be supplied and maintained	
	The device should integrate directly and securely with the Service Providers ERP software.	:	Mandatory	
	No integration or usage of Flavius's current infrastructure for communication channel between remote service module and Service Provider.	:	Mandatory	
	Monitoring of device without human intervention.	:	Mandatory	
2	Notification of the following without human intervention:			
	Low toner	:	Mandatory	
	Parts required	:	Mandatory	
	Paper jams	:	Mandatory	
	Service required	:	Mandatory	

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	Remote Service: Remote service diagnostics, service reporting, device status monitoring, service notification and meter readings to be done remotely without human intervention.			
3	Information needed on call logged should be provided to Service provider to enable the Engineer to bring the necessary parts and tools for the repair. This information should be provided by remote device.	:	Mandatory	
	Service and maintenance requirements on devices including Remote Service - required on all machines - Continue			
	Criteria	Minimum requirements	Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.	
4	Meter readings should be obtained via the remote device.	:	Mandatory	
5	All licenses for remote service	:	Must be included	
6	All software for remote service	:	Must be included	
7	All interface requirements with the device/MFP	:	Must be included	
8	Installation and set-up of remote service module	:	Must be included	
9	Training of user - in necessary	:	Must be included	
10	Service and maintenance of remote service modules	:	Must be included	
11	Proximity of Service Department/Branch to Flavius	:	Minimum requirements: within 75km radius, specify distance	
12	Service turn around times:			
	Response time from call placed - to Engineer on-site	:	Minimum requirement of 4 hours on normal calls, 2 hours on emergency calls	

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	From call attended to by Engineer - to part replaced	:	24 hours		
	Replacement of damaged parts due to lightning or power damage, from time costs accepted by Flavius	:	48 hours		
	Standby unit - if part irreparable or on back order	:	Minimum of 24 hours since Engineer attended to call		
	Response time from toner ordered - to replacement order received	:	Minimum of 3 days		
13	Preventative maintenance requirements:	:			
	Frequency	:	Once a week		
	Log sheet with checklist of below to be signed by designated user	:	Mandatory		
	All pick-up and feed rollers, sensors and optics to be cleaned	:	Mandatory		
	All covers to be cleaned	:	Mandatory		
	All paper paths incl trays and duplex unit to be checked and cleaned	:	Mandatory		
	Costs on movement of machines to be discussed before signing of SLA	:			
	Yields of "wear and tearables" to be checked, ordered and replaced	:	Mandatory		
	Waste section to be cleaned	:	Mandatory		
14	Standby toner for all device in all colours to be kept on Flavius site	:	Mandatory		
15	Both 32 and 64 BIT print drivers to be supplied to Flavius IT Department and kept on Flavius site	:	Mandatory		
16	No charge service criteria: The following services provided should be at no charge to Flavius Mareka				
	After hours service	:	Specify availability and at no charge		
	All IT related calls i.e. printing and scanning	:	Mandatory		
	All call outs due to user abuse, lightning, power or water damage - excluding replacement parts	:	Mandatory		

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	All user securities and security hardware and replacements at no charge	:	Mandatory		
	All additional user set-up, scanning etc at no charge	:	Mandatory		
	All standby units	:	If supplied due to outstanding repairs on current devices at no charge		
	All standby units	:	If supplied due to lightning, power or water damage should be billed at current service rate on the current device. No minimum billing or average billing		
	All standby units	:	Must be to equal or bigger specifications and periphery of the current device		
	All travel and labour expenses	:	Mandatory		
	Security device and periphery service	:	Mandatory		
	All firmware and software updates and installation thereof.	:	Mandatory		
	On-site Standby toner replacements	:	Mandatory		
	Replacement part required due to paper jams	:	Mandatory		
17	Service and maintenance billings:				
	Frequency	:	Monthly		
	Annual increases	:	Annually and at current CPI rates		
	No min billing or average billing	:	Mandatory		
	No excess cost per copy rates	:	Mandatory		
	No excess or over utilization billing	:	Mandatory		
	Payable 30 days from receipt of statement	:	Mandatory		

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	Statement and invoices	:	Should be received by Flavius Finance Department no later than last day of the month. Including the automated meter readings schedule.		
	No meter collection, part or toner delivery fees.	:	Mandatory		
	No yield stipulation on any toner, part, drum, developer, imaging unit, fuser unit, transfer unit or developing unit	:	Mandatory		
18	Cost per copy inclusions:				
	Preventative maintenance	:	Must be included		
	All toner, parts, labour and travel	:	Must be included		

Service and maintenance requirements on devices including Remote Service - required on all machines - Continue

19	Please specify any other inclusions or no charge services that will be rendered:	For office use

20 Service and Maintenance cost per copy rates

Based on the above stipulated service requirements, please complete the following cost per copy rates:

Required machines:**Cost per copy rate, excluding Vat to**

	<u>Mono cost per copy rate</u>	<u>Colour cost per copy rate</u>	For office use
Machine 1			
Machine 2			
Machine 3			

Finance requirements**Required machines:****Quantities:**

Machine 1	6 units
Machine 2	9 units
Machine 3	6 units

A combined monthly rental for all of the above equipment should be provided for; taking the following into consideration:			
Period	:	36 months	
Payment frequency	:	Monthly	
		Monthly payments should be in arrear and not advance	
Annual escalation	:	0%	
Linked to prime	:	Mandatory	
Insurance	:	To be insured by Flavius while Flavius is responsible for Equipment	
Ownership	:	Ownership options should be specified	
Notice period	:	Notice of cancellation on termination of agreement, should be 30 days prior to expiry of agreement.	

A combined monthly rental for all of the above equipment should be provided for; taking the following into consideration:			
Settlement	:	No settlement	
Finance approval	:	Finance approval for the Rental agreement should be obtained by the supplier. The college will not enter into the signing of any third party agreements	

Finance requirements - Continue

Proposed rental amounts:

Combined rental amount for all of the required machines as set out in the machine specification including all periphery, including all additional hardware, software and licenses required for all of the above facilities including current Supplier settlements:

Financial Options:	Proposed requirements - to be completed by Vendor - Please indicate if equipment complies. If not - describe features.
Combined monthly rental, 36 months 0% annual escalation, linked to prime - excluding VAT:	