	<b>Supply and Maintenance requirements for x3 High-Speed Printer/Copier/Scanner Machines.</b>	<b>Turbo Gen Services</b>
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Title: **Supply and Maintenance  
requirements for x3 High-Speed  
Printer/Copier/Scanner Machines.**

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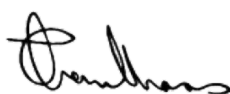
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Date: 17/08/2023

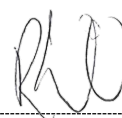
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Functional Responsibility



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Date: 18/8/2023

## 1. PURPOSE

The purpose of this document is to define the services needed from the Contractor for the provision and maintenance of three high speed copy/print/scan machines for the Technical Information Management Centre (TIMC).

## 2. CONTEXT FOR MACHINES AND EQUIPMENT MAINTENANCE AND REPAIRS

Eskom Rotek Industries (ERI) Specialised and Quality Engineering Services is looking for a Contractor to supply and maintain three high speed copying/printing/scanning machines. These machines are required to assist with the soft copy scanning of reports as well as reducing turnaround time for copying/scanning and printing.

For TIMC to be able to provide a seamless service to the Eskom Rotek Industries, Turbo Generation Services Quality Engineering Department a concerted effort needs to be made to ensure that the correct High-Speed Printer/Copier/scanner Machines are made available for use during the process of copying, scanning, and printing.

One of the main reasons x3 High-Speed Printer/Copier is needed at TIMC is to ensure that during the copying, scanning, and printing process it is effortless and timeless ensuring a shorter turn- around time. Due to the high volume of Service Reports, the x3 High-Speed Printer/Machines will ensure for better output, by including a finishing unit to sort and punch of the document, higher scanner resolution to allow for a better-quality document scanned or printed.

To this effect, it is urgently necessary to purchase x3 High-Speed Printer/Copier/Scanner Machines for use by the TIMC team at ERI Main Building Rosherville. Up until now, TIMC has relied upon office printers for the process of copying, scanning, and printing which slows down the process due to paper jamming, finished toner, turn-around time for repairs and other end-users wanting to occupy the printer/copier. Normally, the printer Technician is not available for repairs and toner replacement and thus making the printer/copier/scanner unavailable for use. This prevents TIMC from performing the process of copying, scanning, and printing, which delays the close-out date of service reports.

A Service/Maintenance plan must be included so that there is no down time allowing for the process to run continuously. This to be billed monthly at a cost of 0.07c or lower for black and white and 70c or lower for colour prints/copies. This will include service calls, travelling costs, labour, toner, and parts replacement.

The Scope includes the purchase and maintenance of 3 X High speed printer/copier/scanner for a period of 5 years. After 5 years ERI, TGS will decide if a further maintenance contract is needed.

### CONTROLLED DISCLOSURE

### 3. SCOPE OF WORK

The Contractor is expected to supply 3 X High speed printers/copier/scanner. The product requirements are as follows:

001	Colour.
002	Black and White.
003	Finishing Unit.
004	Automatic Punch unit 2 and 4 hole.
005	Automatic Staple unit for 50 sheets.
006	Document finishing sort and stack.
007	High Resolution Scan Unit. 200dpi – 1200dpi
008	100ppm or kpps scanning speed.
009	High- Resolution Automatic Reverse Document Feeder. Double and single sided.
010	80+ pages a minute copy or print in colour and black and white
011	3000-page finisher.
012	Training of all TIMC employees for the use of the machines.
013	Setup and Installation of Printer.
014	Maintenance/Service Plan (5 years).
015	Toner.
016	Parts and Labour.
017	Service and Travelling costs.
018	A3 and A4 printing/scanning and copying

The Contractor is expected to perform maintenance and repairs on the three high speed copy machines which include but not limited to the following:

- The contractor must have a track record of performing maintenance and repairs on similar machines and equipment.
- The contractor is expected to provide their own tools and equipment required to execute the full scope.

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- The contractor will employ a technician for the entire contract period. The technician is appointed at the discretion of the contractor and must at least have a track record of supervisory role and experience of executing similar scope.
- The contractor is expected to employ only qualified personal to execute all technical works carried out such as disassembly, inspection, repairs, refurbishment, reassembly of the machines and equipment, also for mechanical, electrical, and other works.
- The turnaround time for the maintenance, repairing and delivering of toners should not exceed 24 hours. If it is more than 24 hours a similar replacement machine must be supplied free of charge for the duration which the machine is not functional.

## **PROOF OF COMPLIANCE WITH THE LAW**

### **The contractor shall ensure that:**

1. All employees are registered with the Workmen's Compensation Commissioner in a manner which is acceptable to the Department of Labour, and which satisfies the requirement of the compensation for occupational injuries and diseases act.
2. All employees are registered for unemployment.
3. All unskilled/casual staff must be paid in accordance with the Labour Act. The contractor will be responsible for their training.
4. All personnel shall wear the necessary protective clothing in accordance with Occupational Health and Safety Act No.85 / 1993 and the Construction Regulations of 2003 when doing maintenance and inspections.

## **HEALTH AND SAFETY**

The Contractor shall always comply with the requirements of the Occupational Health & Safety Act (1993), Construction Regulations (2003) and the Employer's Pre-construction Health and Safety Specification. In pursuit of the, the Contractor shall allow for:

- Carrying out and documenting risk assessments of all work to be carried out under the contract.
- Preparation of safe work procedures for all work to be carried out under the contract.
- Preparation of an H&S plan, discussing it with the Employer, and then amending it as agreed.
- Preparation for and conducting "toolbox talks" with relevant employees.
- Induction and training as and where required.

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- Preparation of a Project H&S File.
- Regular updating of all the foregoing.
- Provision of PPE and protective clothing for employees
- Complying with all H&S requirements for the duration of the contract
- Storage of cleaning material / equipment

## PERSONAL PROTECTIVE CLOTHING

- Overall
- Heavy duty gloves
- Safety Shoes

## 4. REPORTING


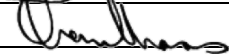
Reporting shall be done in writing at the end of every shift. Major finding on the machines during maintenance and refurbishment shall be communicated to the Project/Contract Manager. All contact information will be provided. Service/Maintenance report must be generated and submitted to the Contract manager for all the maintenance work that will be carried out.

## 5. SUPPORTING DOCUMENTS

**NB: The following documentation must be returned for the purpose of technical evaluation:**

- Technical specifications for the printers
- User Manual
- Health and Safety requirements if applicable

## 6. DOCUMENT SUPPORTED BY:

NAME	POSITION	SIGNATURE	DATE
Mathapelo Makokga	TIMC Supervisor		17/08/2023
AKASH RAMBHAROS	SENIOR DESIGN ENGINEER		17/08/2023

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