



NKANGALA DISTRICT MUNICIPALITY



APPOINTMENT OF SERVICE PROVIDER FOR THE LEASING OF PHOTO-COPIER MACHINES FOR A PERIOD OF 36 MONTHS

SCOPE OF WORK

Part C3: Scope of Work

C3 Scope of Work

C 3.1 DESCRIPTION OF WORKS

Nkangala District Municipality intends to appoint service provider for the APPOINTMENT OF SERVICE PROVIDER FOR THE LEASING OF PHOTO-COPIER MACHINES FOR A PERIOD OF 36 MONTHS

C 3.2 RESTRICTION OF WORKING HOURS AND WORKING PLACE

The existing premises will be occupied, and a restriction will be placed on working hours and areas for execution of the work. Contractor will have to lease with employer's agents for specific requirements.

C 3.3 PROCUREMENT

The tenderers notice is drawn to the fact that the awarding of this tender will be in terms of the supply chain management policy of the Nkangala District Municipality.

C 3.3 SUB-CONTRACTING

No work may be sub-contracted to another party unless approval is by the municipality in written. The contractor is to submit to the municipality in writing a request for appointment of a particular sub-contractor.

C 3.4 EXISTING SERVICES

The contractor shall so carry out all his operations as not to encroach on or interfere with and damage adjoining lands, building properties, roads, structures in the vicinity of the works, and he shall free and relieve the employer of any liability that may be incurred in consequences of his failure to do so.



No tempering with our ICT lines is to take place until a representative from the municipality has been contacted and pointed out the existing services to the contractor and confirmed it in writing, the same shall apply to all Telkom services in the area.

C 3.5 HEALTH AND SAFETY

All work is to be carried out in accordance with the occupational health and safety act and regulation (act 85 of 1993) and the explosive material act of (act 26 of 1956).

The contractor's notice is drawn to the stipulations of the construction regulations 2003, regulation of the health and safety act 1993(government notice no R1010 of 18 July 2003). The construction regulation will be applied vigorously on the project.

The contractor to be appointed must have made provision for the cost of health and safety measures during construction process. The contractor must have the necessary skills. Competencies and resources to carry out work safely. The contractor is to ensure that all legal compliance for the health and safety issues are in place and audits will be carried out to ensure that the contractor is registered and in good standing with the workmen's compensation fund and that the contractor has insurance indemnity.

C 3.6 SPECIFICATIONS

Photocopy Machine Specs	01 x Digital High Volume MFP	13 x Digital Volume MFP
Black or Colour	Black	Color/Black
Pages per minute	Nearest to 100	Nearest to 35
Hard Driver Storage Size	Minimum 250 GB	Minimum 250 GB
Paper Folder – V and Z folder	No	Yes
Duplex Auto Document Feeder (DADF) which handles number or pages per minute	Nearest to 250	Nearest to 110
Duplex printing scanning and copying	Yes	Yes
PRINT SPECIFICATIONS		
Printing resolution dpi	2400x2400	Minimum 1200 x 1200
USB printing (must enter pin # first, else to disable function)	Yes	Yes
Secure printing	Yes	Yes
Stapling and network stapling	100 Pages	50
Punch and network punching	Yes, multi position	Yes
Printing memory (sending big files to print)	Minimum 4 GB	Minimum 4GB
SCAN SPECIFICATION		
Scan speed images per minute	Minimum 65 imp	Minimum 65 ipm
Mono and Colour Scanning	Yes	Yes
Scan formats	PDF, JPEG, TIFF	PDF, JPEG, TIFF
OCR scanning function	Yes	Yes

	APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING OF PHOTO-COPIER MACHINES FOR A PERIOD OF 36 MONTHS
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USB Scanning (must enter pin # first, else to disable function)	Yes	Yes
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Scan Compression	200 dpi- 600 dpi	200 dpi- 600 dpi
Standard print test page size not more than 100KB after scanned by not more than 200 dpi scan compression	Yes	Yes
OTHER SPECIFICATIONS		
Page numbering	Yes	Yes
Page size	A4 and A3	A4 and A3
Page capacity	Minimum 8250 sheets	Minimum 3660 Sheets
Amount of paper trays	Minimum 6 trays	Minimum 4 trays
Duty cycle	Minimum 2 million	Minimum 90 000
Windows 7, 8 and 10 drivers Compatibility	Yes	Yes
Connectivity	Yes	Yes
Folder Standard Accounting	Yes	Yes
Build Job (able to build job and requested some parts to be two-sided and colour inserts)	Yes	No
High capacity stacker	Yes	n/a
Software to combine separate PDF files into one document file	Yes	Yes
Machine Must be accessible via network to check toner levels	Yes	Yes
Generate reports on amount of copies, scans and prints done per user	Yes	Yes
Restrict users on amount of copies and prints in back and colour separately	No	Yes

- Service provider will be expected to be on site to carry out maintenance and service calls within 2hrs
From time to time of servicer call during normal working hours and within 3hrs after normal working hours.

TO BE INCLUDED IN CONTRACT:

The photocopy machine maintenance contract must include the following:

- Copy costs must INCLUDE: service, labour, travelling, toner, drum and maintenance.
- Installation and training is provided at no additional charge.
- Service agreement includes all part replacements, service, labour, travelling and installation.
- No limitation must be put on the amount of toners that are needed.
- Rental amount calculated over 36 months at 0% Escalation.
- Rental, offers total flexibility with regards to upgrade by addition or replacement
- The service provider will at all times offer clients the option to keep up to date with new technology
- 24 Hours response on delivering services
- No minimum billing