



## NKANGALA DISTRICT MUNICIPALITY



### SCOPE OF WORK

APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE LEASING OF COPIERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Photocopy Machine Specs	02 x Digital High Volume MFP	21 x Digital Mid Volume MFP
Black or Colour	Black	Colour/ 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 of pages per minute	Nearest to 250	Nearest to 110
Duplex printing, scanning and copying	Yes	Yes
<b>PRINT SPECIFICATIONS</b>		
Printing resolution dpi	2400 x 2400	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
Print memory (sending big files to print)	Minimum 4 GB	Minimum 4 GB
<b>SCAN SPECIFICATIONS</b>		
Scan speed images per minute	Minimum 65 ipm	Minimum 65 ipm
Mono and Colour scanning	Yes	Yes
Scan formats	PDF, JPEG, TIFF	PDF, JPEG, TIFF
OCR scanning function	Yes	Yes
USB Scanning (must enter pin # first, else to disable function)	Yes	Yes



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Scanning 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
<b>OTHER SPECIFICATIONS</b>		
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
Machines 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 black 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 of service 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

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**



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