



COPIER SPECS

Scope of Work

The scope of work will include provision of copy, print and scanning services/equipment to Tswaing Local Municipality. The services are to be provided on a lease/rental basis for a period of 12 months.

- To supply, deliver, install, configure, and connect infrastructure to all the required categories of printing services/equipment.
- To provide maintenance and support of printing services/equipment and to avail technical support at all sites when necessary.
- To provide onsite resources for operational and technical support of machines and system.
- To supply all consumables for the duration of the contract.
- To provide software solutions to manage machine access for printing, scanning and copy services.
- To provide maintenance and support of all the copiers and scanners at all sites when necessary

SPECIFICATION FOR THE LEASING OF PHOTO COPIER MACHINES

Supply, delivery, installation, and maintenance of 32 (thirty-two) multi-function copiers to Tswaing Local Municipality for 12 months on lease/rental with a maintenance and service level agreement in place. The required machinery will be delivered, installed and serviced at the following offices.

Office Coordinates

Delareyville main office - -26.686062873195787, 25.457350361553132

Delareyville stores - -26.69318784087673, 25.450350813493024

Technical/Community service offices - -26.69326212776498, 25.454218558748863

LED - -26.692568, 25.455602

Atamelang - -26.504807133075573, 25.36566467222634

Sannieshof - -26.529642443838302, 25.809199335530977

Ottosdal - -26.811299139499354, 26.003320280337608

Copiers per building based on PPM (Pages Per Minute requirements)

Quantity	Department	Pages per minute	Comments
2*	Delareyville Main Office	60 PPM	Departmental copies
3*	Delareyville Main Office	40 PPM	Departmental copies
1*	Delareyville Technical Office	40 PPM	Departmental copies
4*	Delareyville Main Office	30 PPM	Departmental copies
2*	Delareyville Technical Office	30 PPM	Departmental copies
2*	Delareyville Community Service Office	30 PPM	Departmental copies
1*	Atamelang	30 PPM	Departmental copies
2*	Sannieshof	30 PPM	Departmental copies
1*	Ottosdal	30 PPM	Departmental copies
2*	Delareyville Main Office	25 PPM	Departmental copies
2*	Stores Office	25 PPM	Departmental copies
3*	Delareyville Main Office	20 PPM (Desktop)	Departmental copies
1*	Delareyville Main Office	20 PPM (Mono)	Departmental copies
1*	Atamelang	20 PPM (Mono)	Departmental copies

1*	LED	25 PPM	Departmental copies
2*	Sannieshof	20 PPM (Mono)	Departmental copies
1*	Ottosdal	20 PPM (Mono)	Departmental copies
1*	Delareyville Technical Office	Plotter/Wide format printer	CAD file printing and town planning maps

CATEGORY A PRINTER

- Print speed A4: 60-55 PPM Colour
- Print speed A3: 25 PPM Colour
- Print speed auto-duplex A4: 55 PPM
- Monthly volume: 50 000 copies
- Scan auto-duplex
- Scan resolution: 600 x 600 dpi
- Scan to email, scan to file, scan to USB, scan to FTP
- Scan file formats: JPEG, TIFF, PDF, compact PDF, encrypted PDF
- OCR A & B printing
- Document converter pack: DOCX, XLSX, PDF
- Print resolution 1200 x 1200 dpi
- Print from USB
- Serverless printing
- Imaging technology: laser
- System memory: 8GB
- System hard drive: 256GB
- Ethernet: 100/1000 Base T
- USB 2.0
- Bluetooth
- Wi-Fi 802
- Security: secure print, follow me printing, user authentication, IP filtering, secure print, hard drive encryption, print user data encryption, antivirus real-time scanning, copy protection

- Mobile print technology
- Document feeder: A6-A3
- Tray sizes: 2 x 500 sheets
- Bypass tray
- Paper formats: A6-A3
- Finishing: offset, group, sort, corner and two-point stapling, punch, half-fold, letter-fold, booklet
- Touchscreen interface
- Operating systems supported: Windows, Mac, Android, iOS
- Power: Surge protection

CATEGORY B PRINTER

- Print speed A4: 40 PPM Colour
- Print auto-duplex A4
- Monthly volume: 40 000 copies
- Scan auto-duplex
- Scan resolution: 600 x 600 dpi
- Scan to email, scan to file, scan to USB, scan to FTP
- Scan file formats: JPEG, TIFF, PDF, compact PDF, encrypted PDF
- OCR A & B printing
- Document converter pack: DOCX, XLSX, PDF
- Print resolution 1200 x 1200 dpi
- Print from USB
- Serverless printing
- Imaging technology: laser
- System memory: 8GB
- System hard drive: 256GB
- Ethernet: 100/1000 Base T
- USB 2.0
- Bluetooth
- Wi-Fi 802
- Security: secure print, follow me printing, user authentication, IP filtering, secure print, hard drive encryption, print user data encryption, antivirus real-time scanning, copy protection
- Mobile print technology

- Document feeder: A6-A3
- Tray sizes: 2 x 500 sheets
- Bypass tray
- Paper formats: A6-A3
- Finishing: offset, group, sort, corner and two-point stapling, punch, half-fold, letter-fold, booklet
- Touchscreen interface
- Operating systems supported: Windows, Mac, Android, iOS
- Power: Surge protection

CATEGORY C PRINTER

- Print speed A4: 30 PPM Colour
- Print speed A3: 15 PPM Colour
- Print speed auto-duplex A4: 30 PPM
- Monthly volume: 35 000 copies
- Scan auto-duplex
- Scan resolution: 600 x 600 dpi
- Scan to email, scan to file, scan to USB, scan to FTP, TWAIN scan
- Scan file formats: JPEG, TIFF, PDF, compact PDF, encrypted PDF
- OCR A & B printing
- Document converter pack: DOCX, XLSX and PDF
- Print resolution 1200 x 1200 dpi
- Print from USB
- Serverless printing
- Imaging technology: laser
- System memory: 8GB
- System hard drive: 250GB
- Ethernet: 100/1000 Base T
- USB 2.0
- Bluetooth
- Wi-Fi 802
- Security: secure print, follow me printing, user authentication, IP filtering, secure print, hard drive encryption, print user data encryption, antivirus real-time scanning, copy protection

- Mobile print technology
- Document feeder: A5-A3
- Tray sizes: 2 x 500 sheets
- Bypass tray
- Paper formats: A6-A3
- Touchscreen interface
- Operating systems supported: Windows, Mac, Android, iOS
- Power: Surge protection

CATEGORY D PRINTER

- Print speed A4: 25 PPM Colour
- Print speed A3: 12 PPM Colour
- Print speed auto-duplex A4: 25 PPM
- Monthly volume: 30 000 copies
- Scan auto-duplex
- Scan resolution: 600 x 600 dpi
- Scan modes: Scan to email, scan to USB, scan to FTP, TWAIN scan
- Scan file formats: JPEG, TIFF, PDF, compact PDF, encrypted PDF
- OCR A & B printing
- Document converter pack: DOCX, XLSX and PDF
- Print from USB
- Serverless printing
- Imaging technology: laser
- System memory: 6GB
- System hard drive: 250GB
- Ethernet: 100/1000 Base T
- USB 2.0
- Bluetooth
- Wi-Fi 802
- Security: secure print, follow me printing, user authentication, IP filtering, secure print, hard drive data encryption, print user data encryption, antivirus real-time scanning, copy protection
- Mobile print technology

- Document feeder: A5-A3
- Tray sizes: 2 x 500 sheets
- Bypass tray
- Paper formats: A6-A3
- Touchscreen interface
- Operating systems supported: Windows, Mac
- Power: Surge protection

CATEGORY E PRINTER (DESKTOP & FLOORSTAND)

- Print speed A4: 20 PPM Colour
- Print speed A3: 15 PPM Colour
- Print speed auto-duplex A4: 20 PPM
- Monthly volume: 20 000 copies
- Scan auto-duplex
- Scan resolution: 600 x 600 dpi
- Scan to email, scan to file, scan to USB, scan to FTP, TWAIN scan
- Scan file formats: JPEG, TIFF, PDF, compact PDF, encrypted PDF
- OCR A & B printing
- Document converter pack: DOCX, XLSX, PPTX and PDF
- Print resolution 1200 x 1200 dpi
- Print from USB
- Serverless printing
- Imaging technology: laser
- System memory: 2GB
- System hard drive: 250GB
- Ethernet: 100/1000 Base T
- USB 2.0
- Bluetooth
- Wi-Fi 802

- Security: secure print, follow me printing, user authentication, IP filtering, secure print, hard drive encryption, print user data encryption, antivirus real-time scanning, copy protection
- Mobile print technology
- Document feeder: A5-A3
- Tray sizes: 2 x 500 sheets
- Bypass tray
- Paper formats: A5-A3
- Touchscreen
- Operating systems supported: Windows, Mac
- Power: Surge protection

CATEGORY F PRINTER (FLOORSTAND)

- Product type: wide format printer/plotter
- Print speed A1: 25 Sec
- Print multi-size A3, A1 and A0 automatically without manually switching the media source
- Sheet feed: Continuous and individual
- Print resolution 2400 x 1200 dpi
- Paper handling: sheet feed, roll feed, automatic sheet feeder, horizontal cutter
- Imaging technology: thermal inkjet
- System memory: 1GB
- Ethernet: 100/1000 Base T
- USB 2.0
- Built-in stand
- Operating systems supported: Windows, Mac
- Power: Surge protection

PRICING SCHEDULE

Rental Pricing Per Month:	60-55 PPM MFP	Fees
Copy Charges (Per Copy)	Black & White	
Copy Charges (Per Copy)	Colour	
Scan Charges	Colour	
Scan Charges	Black & White	
Rental Pricing Per Month:	40 PPM Machine	
Copy Charges (Per Copy)	Black & White	
Copy Charges (Per Copy)	Colour	
Scan Charges	Colour	
Scan Charges	Black & White	
Rental Pricing Per Month:	30 PPM	
Copy Charges (Per Copy)	Black & White	
Copy Charges (Per Copy)	Colour	
Scan Charges	Colour	
Scan Charges	Black & White	
Rental Pricing Per Month:	25 PPM	
Copy Charges (Per Copy)	Black & White	
Copy Charges (Per Copy)	Colour	
Scan Charges	Colour	
Scan Charges	Black & White	
Rental Pricing Per Month:	20 PPM	

Copy Charges (Per Copy)	Black & White	
Copy Charges (Per Copy)	Colour	
Scan Charges	Colour	
Scan Charges	Black & White	
Rental Pricing Per Month:	Wide format printer	
Copy Charges (Per Copy)	Black & White	
Copy Charges (Per Copy)	Colour	

A detailed breakdown/pricing schedule per machine model must be supplied, including;

- All consumables (e.g. toners, staples) must be included in the pricing schedule.
- Renting of copier machines for 12 months with stipulated escalation
- Full service and maintenance plan should include;
 - One spare set of toners per machine to be available (Per Machine supplied throughout the 12 months contract)
 - Toners
 - Drums
 - Fuser Units
 - Developer units
 - Rollers
 - Labour
 - Travel expenses
 - Preventative maintenance
 - Waste toner cartridges

Description of Category	Quantity	Type of paper	Installation price	Monthly Maintenance	Total
60 PPM					
40 PPM					
30 PPM					
25 PPM					
20 PPM					
Plotter					

Summary of pricing (rental and cost per copy)

	Rental	Cost per Copy	Total
Installation Once-Off Costs			
Monthly Costs			
Any Other Costs			
Sub total			
Vat			
TOTAL			

Standard security features on all multifunctional copiers

- Access control
- Account tracking
- Surge and lightning protector
- SNMPv3, HTTPS, TCP/UDP port disabling; Secure printing
- Central management solution for print jobs, security and user management with the following features
 - Software to enable users to release and print jobs only through pin/password
 - Retain unprinted jobs queued for maximum of 4 hours
 - Allow unprinted jobs queued to be released through use of pin code by the user at any network printer
 - ability to restrict, control users' access to printer

Service and call out response times: -

- Remote/onsite support should be made available.
- Calls reported must be resolved within 3 working days. If not, it will result in a breach of contract.
- Remote meter reading.
- Software to enable Tswaing IT division to monitor and manage all machines from a central point.