

SOUTH AFRICAN EMBASSY: BRUSSELS / BELGIUM



**Request for a Service Provider to provide Leased
Photocopiers / Printers / Scanners for a contract period
of thee (3) years / 36 Months**

TERMS OF REFERENCE

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THE EMBASSY OF THE REPUBLIC OF SOUTH AFRICA, BRUSSELS

REQUEST FOR A SERVICE PROVIDER TO PROVIDE LEASED PHOTOCOPIER/PRINTER/SCANNER

1. PURPOSE

Request for Service Provider to provide a new photocopier/printer/scanner equipment lease agreement for the Mission in Brussels, Belgium for a contract period of three years or 36 months.

2. BACKGROUND

2.1. The reproduction, scanning, printing and distribution of documents are important support functions in the Embassy. It is considered that three multi-function copiers (2 colour and one black and white) are required for the purposes and the size of the Mission.

Services required: Supply, installation and maintenance of three copiers/network printers/scanners, two of which must be full colour and one black and white on a 3-year lease contract. All three machines must be able to staple, scan documents to email and have a personal protection to printing (security feature).

SPECIFICATIONS: Machine 1 (One required)

PRODUCT DESIGN	Technical specifications SYSTEM SPECIFICATIONS System memory (standard/max) 2,048 MB/4,096 MB System hard disk 250 GB (standard) Interface 10-Base-T/100-Base-T/1,000-Base-T Ethernet; USB 2.0 Wi-Fi 802.11b/g/n (optional) Network protocols TCP/IP (IPv4 / IPv6); NetBEUI; SMB; LPD; IPP; SNMP; HTTP Automatic document feeder (optional) Up to 100 originals; A6–A3; 35–163 g/m ² RADF or Dualscan ADF available Printable paper size A6–SRA3; customised paper sizes; banner paper max. 1,200 x 297 mm Printable paper weight 52–300 g/m ² Paper input capacity (standard/max) 1,150 sheets/6,650 sheets Paper tray input (standard)
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1x 500 sheets; A5–A3; 52–256 g/m²
 1x 500 sheets; A5–SRA3; 52–256 g/m²
 Paper tray input
 (optional)
 1x 500 sheets; A5–A3; 52–256 g/m²
 1x 500 sheets; A5–A3; 52–256 g/m²
 1x 2,500 sheets; A4; 52–256 g/m²
 Large capacity tray
 (optional)
 1x 3,000 sheets; A4; 52–256 g/m²
 Manual bypass 150 sheets; A6–SRA3; custom sizes; banner; 60–300 g/m²
 Automatic duplexing A5–SRA3; 52–256 g/m²
 Finishing modes
 (optional)
 Offset; group; sort; staple; punch; half-fold; letter-fold;
 booklet
 Output capacity
 (standard)
 Max. 250 sheets
 Output capacity
 (optional)
 Max. 3,300 sheets
 Stapling Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 g/m²)
 Stapling output capacity Max. 1,000 sheets
 Letter fold Max. 3 sheets
 Letter fold capacity Max. 30 sheets; unlimited (without tray)
 Booklet Max. 20 sheets or 19 sheets + 1 cover sheet (up to 209 g/m²)
 Booklet output capacity Max.: 100 sheets; unlimited (without tray)
 Copy/print volume
 (monthly)
 Rec.: 13,000 pages
 Max.¹: 175,000 pages
 Toner lifetime Up to 24,000 pages
 Imaging unit lifetime Up to 150,000/600,000 pages (drum/developer)
 Power consumption 220–240 V / 50/60 Hz; Less than 1.58 kW (system)
 System dimensions
 (W x D x H)
 615 x 725 x 779 mm (without options)
 System weight Approx. 76.5 kg (without options)

PRINTER SPECIFICATIONS

Print resolution 1,800 x 600 dpi; 1,200 x 1,200 dpi
 Page description
 language
 PCL 6 (XL 3.0); PCL 5; PostScript 3 (CPSI 3016); XPS
 Operating System Windows VISTA (32/64); Windows 7 (32/64);
 Windows 8/8.1 (32/64); Windows 10 (32/64);
 Windows Server 2008 (32/64); Windows Server 2008 R2;
 Windows Server 2012; Windows Server 2012 R2;
 Windows Server 2016;

Macintosh OS X 10.7 or later;
Unix; Linux; Citrix
Printer fonts 80 PCL Latin; 137 PostScript 3 Emulation Latin
Print functions Direct print of PCL/PS/TIFF/XPS; PDF (v1.7);
encrypted PDF files and OOXML (DOCX/XLSX/PPTX);
mixmedia and mixplex; "Easy Set" job programming;
overlay; watermark; copy protection; carbon copy print
Mobile Printing AirPrint (iOS); Mopria (Android);
Konica Minolta Print Service (Android);
PageScope Mobile (iOS/Android/Windows 10 Mobile);
Mobile Authentication and Pairing (iOS/Android)
optional: Google Cloud Print; WiFi Direct

SCANNER SPECIFICATIONS

Scan speed
(mono/colour)
Up to 160 ipm (with optional document feeder)
Scan resolution Max.: 600 x 600 dpi
Scan modes Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home);
Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV;
Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats JPEG; TIFF; PDF; compact PDF; encrypted PDF; XPS;
compact XPS; PPTX
Optional: searchable PDF; PDF/A 1a and 1b; searchable
DOCX/PPTX/XLSX
Scan destinations 2,100 (single + group); LDAP support
Scan functions Annotation (text/time/date) for PDF; up to 400 job programs;
real-time scan preview. COPIER SPECIFICATIONS
Imaging technology Laser
Toner technology Simitri® HD polymerised toner
Copy/print speed A4 Up to 36 ppm
Copy/print speed A3 Up to 18 ppm
Autoduplex speed A4 Up to 36 ppm
1st copy out time 5.0 sec.
Warm-up time Approx. 20 sec.²
Copy resolution 600 x 600 dpi
Gradation 256 gradations
Multicopy 1–9,999
Original format A5–A3; custom sizes
Magnification 25–400% in 0.1% steps; auto-zooming
Copy functions Chapter; cover and page insertion; proof copy (print and
screen); adjustment test print; digital art functions; job setting
memory; poster mode; image repeat; overlay (optional);
stamping; copy protection

FAX SPECIFICATIONS

Fax standard Super G3 (optional)
Fax transmission Analogue; i-Fax; Colour i-Fax; IP-Fax
Fax resolution Up to 600 x 600 dpi (ultra-ine)

Fax compression MH; MR; MMR; JBIG
Fax modem Up to 33.6 Kbps
Fax destinations 2,100 (single + group)
Fax functions Polling; time shift; PC-Fax; receipt to confidential box;
Receipt to e-mail/FTP/SMB; up to 400 job programs

USER BOX SPECIFICATIONS

Storable documents Up to 3,000 documents or 10,000 pages
Type of user boxes Public
Personal (with password or authentication)
Group (with authentication)
Type of system boxes Secure print
Encrypted PDF print
Fax receipt
Fax polling
User box functionality Reprint; combination
Download
Sending (e-mail/FTP/SMB and Fax)

Copy box to box

SYSTEM FEATURES

Security ISO15408 Common Criteria (in evaluation);
IP filtering and port blocking;
SSL2; SSL3 and TLS1.0/1.1/1.2 network communication;
IPsec support; IEEE 802.1x support; User authentication;
Authentication log; Secure print;
Hard disk overwrite (8 standard types);
Hard disk data encryption (AES 256);
Memory data auto deletion; Confidential fax receipt;
Print user data encryption
optional: Hard disk mirroring;
Copy protection (Copy Guard, Password Copy)
Accounting Up to 1,000 user accounts; Active Directory support
(user name + password + e-mail + smb folder);
User function access definition;
Authentication by mobile device (Android/iOS)
optional: Biometric authentication (inger vein scanner);
ID card authentication (ID card reader)
Software PageScope Net Care Device Manager
PageScope Data Administrator
PageScope Box Operator
PageScope Direct Print
Print Status Notifier
Driver Packaging Utility
Log Management Utility

¹ If the maximum volume is reached within a period of one year, then a maintenance

SPECIFICATIONS: Machine 2 (Two required)

<p>PRODUCT DESIGN</p>	<p>Machine 2</p> <p>SYSTEM SPECIFICATIONS</p> <p>System memory (standard/max) 4,096 MB</p> <p>System hard disk 250 GB (standard)</p> <p>Interface 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11b/g/n (optional)</p> <p>Network protocols TCP/IP (IPv4 / IPv6); IPX/SPX; NetBEUI; AppleTalk (EtherTalk); SMB; LPD; IPP; SNMP; HTTP</p> <p>Frame types Ethernet 802.2; Ethernet 802.3; Ethernet II; Ethernet SNAP</p> <p>Automatic document feeder (standard/optional) Up to 300 originals; A6–A3; 35–210 g/m²; Dualscan ADF</p> <p>Printable paper size A6–SRA3; customised paper sizes; banner paper max. 1,200 x 297 mm</p> <p>Printable paper weight 52–300 g/m²</p> <p>Paper input capacity (standard/max) 1,150 sheets/6,650 sheets</p> <p>Paper tray input (standard) 1x 500 sheets; A5–A3; 52–256 g/m²; 1x 500 sheets; A5–SRA3; 52–256 g/m²</p> <p>Paper tray input (optional) 1x 500 sheets; A5–A3; 52–256 g/m²; 2x 500 sheets; A5–A3; 52–256 g/m²; 1x 2,500 sheets; A4; 52–256 g/m²</p> <p>Large capacity tray (optional) 1x 3,000 sheets; A4; 52–256 g/m²; 1x 2,500 sheets; A4–SRA3; 52–256 g/m²</p> <p>Manual bypass 150 sheets; A6–SRA3; custom sizes; banner; 60–300 g/m²</p> <p>Automatic duplexing A5–SRA3; 52–256 g/m²</p> <p>Finishing modes (optional) Offset; group; sort; staple; punch; post insertion; z-fold; centre-fold; letter fold; booklet</p> <p>Output capacity (standard) Max. 250 sheets</p> <p>Output capacity (optional)</p>
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Max. 3,300 sheets
Stapling Max. 100 sheets or 94 sheets + 2 cover sheets (up to 209 g/m²)
Stapling output capacity Max. 1,000 sheets
Letter fold Max. 3 sheets
Letter fold capacity Max. 30 sheets; unlimited (without tray)
Booklet Max. 20 sheets or 19 sheets + 1 cover sheet (up to 209 g/m²)
Booklet output capacity Max. 100 booklets; unlimited (without tray)
Copy/print volume
(monthly)
Rec. 30,000 pages; Max. 200,000 pages¹
Toner lifetime Black up to 28,000 pages; CMY up to 26,000 pages
Imaging unit lifetime Black up to 140,000/600,000 pages (drum/developer);
CMY up to 100,000/600,000 pages (drum/developer)
Power consumption 220–240 V / 50/60 Hz; Less than 1,6 kW
System dimension
(W x D x H)
615 x 693 x 961 mm (without options);
615 x 693 x 1,200 mm (with desk/tray)
System weight Approx. 110 kg (without options)

PRINTER SPECIFICATIONS

Print resolution 1,800 (equivalent) x 600 dpi; 1,200 x 1,200 dpi
Page description
language
PCL 6 (XL 3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating System Windows VISTA (32/64); Windows 7 (32/64);
Windows 8 (32/64); Windows 10 (32/64);
Windows Server 2008 (32/64); Windows Server 2008 R2;
Windows Server 2012; Windows Server 2012 R2;
Macintosh OS 10.x; Unix; Linux; Citrix
Printer fonts 80 PCL Latin; 137 PostScript 3 Emulation Latin
Print functions Direct print of PCL, PS, TIFF, XPS, PDF (v1.7), encrypted
PDF files and OOXML (DOCX, XLSX, PPTX); mixmedia and
mixplex; "Easy Set" job programming; overlay; watermark;
copy protection; carbon copy print
Mobile printing AirPrint (iOS), Mopria (Android), Google Cloud Print (optional),
WiFi Direct (optional), Konica Minolta Print Service
(Android), PageScope Mobile (iOS, Android & Windows 10
Mobile); Mobile Authentication and Pairing (Android & iOS)

PRINTER SPECIFICATIONS

Print controller Embedded Fiery IC-416
Controller CPU CPU type @ 2.9 GHz
Memory/HDD 2,048 MB / 250 GB
Page description
language
Adobe PostScript 3 (CPSI 3020) PCL 6, PCL 5c
Operating systems Windows VISTA (32/64); Windows 7 (32/64);
Windows 8 (32/64); Windows 10 (32/64);

	<p>Windows Server 2008 (32/64); Windows Server 2008 R2; Windows Server 2012; Windows Server 2012 R2; Macintosh OS 10.x; Linux</p> <p>SCANNER SPECIFICATIONS</p> <p>Scan speed (mono/colour) Up to 120/120 ipm in simplex Up to 240/240 ipm in duplex Scan resolution Up to 600 x 600 dpi Scan modes Scan-to-eMail (Scan-to-Me), Scan-to-SMB (Scan-to-Home) Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV; Scan-to-DPWS, Scan-to-URL; TWAIN scan File formats JPEG; TIFF; PDF; compact PDF; encrypted PDF; XPS; compact XPS; PPTX Optional: searchable PDF; PDF/A 1a and 1b; searchable DOCX/PPTX/XLSX Scan destinations 2,100 (single + group); LDAP support Scan functions Annotation (text/time/date) for PDF; up to 400 job programs; real-time scan preview</p> <p>COPIER SPECIFICATIONS</p> <p>Imaging technology Laser Toner technology Simitri® HD polymerised toner/Polymerised toner Copy/print speed A4 (mono/colour) Up to 55/55 Copy/print speed A3 (mono/colour) Up to 27/27 Autoduplex speed A4 (mono/colour) Up to 55/55 1st copy out time A4 (mono/colour) 3.5/4.4 sec. Warm-up time Approx. 22 sec. in mono; 22 sec in colour² Copy resolution 600 x 600 dpi Gradation 256 gradations Multicopy 1–9,999 Original format A5–A3; custom sizes</p>
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<p>LEASE TERMS & CONDITIONS</p>	<p>Lease period is THREE (3) YEARS / 36 months.</p> <p>Monthly payments in arrears within 30 days of receiving invoice.</p> <p>Toner and drum included where applicable.</p> <p>To include 40.800 black and white impressions per quarter which has been</p>
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	<p>adapted by Mission's overage.</p> <p>To include 5.490 colour impressions per month which has been adapted to Mission's coverage</p> <p>Maintenance and support, including repair or replacement of parts, to be provided on the same or next working day as requested during normal business hours.</p> <p>Exchange of machine with an identically performing machine if a defect cannot be repaired within the deadline.</p>
DELIVERY	Delivery to the Embassy office at the address provided and installation in the designated position.

3. FEES AND PAYMENT

3.1 Bidders to provide the quote in EURO nett price plus VAT per month and then indicate the gross price per month and the total price plus VAT annually as well as over the complete contract period.

3.2 The Embassy undertakes to pay full amount within 30 days of receipt of invoice and the service has been satisfactorily rendered. The invoices should be issued monthly to ensure payment within 30 days of receipt of invoice.

4. EVALUATION METHODOLOGY

The bid will be evaluated in two phases (i.e. Phase 1 and 2) as follows:

4.1. Phase 1: Responsiveness Criteria

The minimum requirements that must be met by prospective bidders in order to pass to the next stage of the evaluation process.

Requirements
Detailed specification and itemised pricing of the equipment, support and other services offered in the quotation

4.2. Phase 2: Functionality Evaluation Criteria

A panel shall evaluate all tenders received on the functionality criteria as reflected below. A bidder that scores less than sixty (60%) in respect of "functionality" shall be regarded as submitting a non-responsive bid and shall be disqualified.

Functionality Criteria	Weight
Years' experience in providing similar services to corporate clients 3 years = 3 4 years = 4 5+ years = 5	50
Contactable references of high profile clients with previous lease contracts of the same nature 3 references = 3 4 references = 4 5+ references = 5	50
TOTAL	100

5. GENERAL CONDITIONS

- 5.1 Bidders must comply with all specifications and terms of references and conditions of this bid. If additional information is required, bidders shall be prepared to respond in full and attach an addendum to the bid response, clearly indicating the corresponding relevant section or paragraph they are referring to.
- 5.2 Responding to questions or supplying detail be referring to other sections of the bid will under no circumstances be accepted.
- 5.3 The requirements in this bid are the minimum and non-compliance thereto may result in the bid being disqualified.
- 5.4 The Embassy of the Republic of South Africa also reserves the right to request the preferred bidder additional requirements.
- 5.5 Bid evaluation can only be done on the basis of information that was requested. The comprehensiveness of the bid proposal can therefore be decisive in awarding thereof.
- 5.6 The Embassy of the Republic of South Africa reserves the right to visit the premises of the bidder.

6. CONTACT PERSONS AND SUBMISSIONS

6.1 All enquiries may be directed to the Embassy's 1st Secretary Corporate Service Management, Mr Kajen Moodley, telephone 02/285 44 51, email: moodleyk@dirco.gov.za, copied to Mr Arjen Van Acker vanackera@dirco.gov.za for local enquiries, telephone 02/285 44 28.

6.2 Prospective service provider/s should submit their quotations in a sealed envelope with the details of the specific request on the outside of the envelope to:

Attention: Mr Kajen Moodley

South African Embassy
17-19 Rue Montoyer
1000 Brussels

Please send your quotations to the email addresses: vanackera@dirco.gov.za and moodleyk@dirco.gov.za by no later than the closing date, which is Monday the **23rd of January 2023**. No submission will be accepted after the said date.

Hand deliveries can be made to: Embassy of the Republic of South Africa
Rue Montoyer 17-19
1000 Brussels

Attention: Mr K. Moodley