



REQUEST FOR TENDER

LEASED MULTIFUNCTION PHOTOCOPIER

SPECIFICATION DOCUMENT

Leased Multifunction Photocopier

The following Scope of Service outlines, in general, services that Housing Authority desires your company to perform and to propose methodology, cost and plans in performing each aspect of services outlined below:

1.0 OBJECTIVES OF SERVICE

THE CONTRACTOR shall:

- 1.1 Provision of equipment of multifunction copiers and service as per the Agreement

2.0 SCOPE OF SERVICE

THE CONTRACTOR shall:

- 2.1 Leasing option of 3 years
- 2.2 Outright purchase
- 2.3 Main functions
 - 2.3.1 Scan, copy and print functionality
 - 2.3.2 Scan to email and folder options should be available
 - 2.3.3 User counter reading with PIN codes should be available for reporting
 - 2.3.4 PIN code functionality for users
 - 2.3.5 MFP controller software that provides advanced scan, copy, edit and print functions
 - 2.3.6 Print sizes required are A4 and A3
 - 2.3.7 Additional paper trays are required with stand
 - 2.3.8 Capability to generate report, detail report per user and summary report.
- 2.4 Black & white copier x 7 units and color copier with stapling and binding option x 1 unit
- 2.5 Warranty to be clearly stated and should be a minimum cover of 2 years, if the product by default comes with 1 year warranty, then an extended warranty should be included in the quote
- 2.6 Network and printer security features for the product quoted should be emphasized best value for money product will be selected
- 2.7 Toner yield and printing lifecycle should be stated
- 2.8 Major servicing print cycle to be stated
- 2.9 Toner and parts to be replaced for maintenance for its lifecycle needs to be stated with costs
- 2.10 Backup support and parts for copiers needs to be stated for the particular model quoted
- 2.11 Maintenance schedule for product to be provided
- 2.12 SLAs to be provided as optional
- 2.13 Print management software

3.0 COMPLIANCE REQUIREMENTS

The following compliance requirements need to be accommodated with all submissions, failure to provide these documentations will render your submission incomplete and RFT will not be accepted;

- 3.1 Company's detailed profile including names of principals and company background;
- 3.2 Past relevant experience and references
- 3.3 Detailed description of physical resources and service delivery ability;
- 3.4 Insurance and OHS compliance details;
- 3.5 Company registration certificate from Registrar of Companies;
- 3.6 Compliance letters from FNPF, FRCS and audited financial accounts for the past 2 financial years of operations; and;
- 3.7 Prices are to be VAT exclusive for the relevant services for each office.