

SCHEDULE A: SCOPE OF WORK / TERMS OF REFERENCE

TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF 395 Rental Machines for the period of 60 months

INTRODUCTION

GERT SIBANDAE TVET COLLEGE invites all EMEs and QSE's service providers in the office automation industry to submit bids for the leasing of three hundred and ninety-three (393) Multifunctional Monochrome & Colour Photocopiers capable of copying, printing, and scanning of documents. The bidders will be responsible for the maintenance of the printers and delivery of toners as per need.

ITEM SPECIFICATION

The technical specification for the required products is as specified below. It must be noted that the technical specifications below are the minimum requirements; the only deviation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.

Note

By initialling this specification, the bidder confirms that they have carefully reviewed and understood all the requirements contained herein. The bidder further confirms that all items, goods, services, software, installation, commissioning, training, maintenance, support, and any other requirements specified in this document are fully included in the pricing submitted. No additional costs, charges, or claims will be accepted by the College for any item or service required under this specification that has not been expressly excluded in writing and accepted by the College

MACHINE ONE

- Multifunctional Printer
 - Monochrome
- 40 Page Per Minute
 - Quantity = 193

The technical specification for the required products is as specified below. It must be noted that the technical specifications below are the minimum requirements; the only deviation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.

Item	Description	Specification
1.1	Speed	40 copies A4 per minute (Black & White)
1.2	Paper Capacity	600 Sheets - A4 Paper tray + Bypass
1.3	Paper Gram-mage	60-210gsm
1.4	Scan Speed	Up to 45 IMP in simplex (mono/colour) Up to 90 IMP in duplex (mono/colour)
1.5	Scan Resolution	Up to 600 x 600 dpi
1.6	Scan Modes	Scan to email (scan to me), Scan to SMB (scan to home), Scan to USB, Scan to box
1.7	Network	▪ Ethernet Card - 10/100/1000 Base-T (RJ-45 Connection) ▪ Printing - Mobile Printing
1.8	Paper Handling	▪ Automatic Document Feeder (Up to 80 pages.) - Automatic Duplex Facility
1.9	USB Print	Print files directly from a USB with preview
1.10	1 st copy page out	4.8 sec
1.11	System Memory	5,120 MB
1.12	System Hard Drive	256 GB SSD
1.13	Panel/Screen Size	Inch

MACHINE TWO

- Multifunctional Printer
 - Monochrome
 - 75 Page Per Minute
 - Quantity = 44

The technical specification for the required products is as specified below. It must be noted that the technical specifications below are the minimum requirements; the only deviation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.

Item	Description	Specification
2.1	A4 Print/Copy Speed	75 pages per minute mono
2.2	A3 Print/Copy Speed	37 pages per minute mono
2.3	Memory	8,192 MB
2.4	Storage	256 GB SSD (standard)
2.5	Interface	10-Base-T/100-Base-T/1,000-Base-T
2.6	Warm-up Time	Approximately 18 sec
2.7	Duplex Printing	Auto and manual
2.8	Multiple Copies/Prints	1 to 9,999
2.9	Magnification	25-400%
2.10	Copy Reservation	Minimum 5 jobs
2.11	Safety	Fully comply with SANS IEC 60950
2.12	Established brand	10 years old (this is not for the model but the brand)
2.12	Operating System	Windows 7 (32/64); Windows 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; Windows Server 2019; Macintosh OS X 10.10 or later; Linux
Paper feed sizes		
2.13	Plain paper	52-300 gsm
2.14	Printable Paper Size	A6-SRA3
2.15	Paper input capacity	Minimum 3,650 sheets
Scanning		
2.16	Scan speed	Up to 140 ipm in simplex (mono/colour)
		Up to 280 ipm in duplex (mono/colour)

2.17	Scan formats	
		JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
2.18	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
Resolution		
2.19	Scanning	600 x 600 dpi
2.20	Copying	600 x 600 dpi
2.21	Print	1,800 x 600 dpi; 1,200 x 1,200 dpi
Finisher (Electronic Sorter)		
2.22	Acceptable paper sizes	A5 - A3
2.23	Acceptable weights	80-300 gsm
2.24	Staple capacity	Minimum 100 pages
2.25	Punching facility	2-hole punching
2.26	Booklet function	Saddle stitching
<u>MACHINE THREE</u>		
▪ Multifunctional Printer ▪ Color ▪ 40 Page Per Minute ▪ Quantity = 149		
The technical specification for the required products is as specified below. It must be noted that the technical specifications below are the minimum requirements; the only deviation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.		
Item	Description	Specification
3.1	Speed	33 copies per minute (mono/colour)
3.2	Paper Capacity	600 Sheets - A4 Paper tray + Bypass
3.4	Paper Gram-mage	60-210gsm
3.5	Scan Speed	Up to 28 ipm in simplex (mono/colour)
		Up to 56 ipm in duplex (mono/colour)
3.6	Scan Resolution	Up to 600 x 600 dpi
3.7	Scan Modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-USB; Scan-to-WebDAV

3.8	Network	Ethernet Card - 10/100/1000 Base-T (RJ-45 Connection)
		Printing
		Mobile Printing
3.9	Paper Handling	Automatic Document Feeder (Up to 80 pages.)
		Automatic Duplex Facility
3.10	USB Print	Print files directly from a USB with preview
3.11	1st copy page out	6.0/7.2 sec. (mono/colour)
3.12	System Memory	4,096 MB
3.13	System Hard Drive	16 GB
3.14	Panel/Screen Size	7 inch
<u>MACHINE Four</u> ▪ Multifunctional Printer ▪ Color ▪ 40 Page Per Minute ▪ Quantity = 9		
4.1	A4 Print/Copy Speed	75 pages per minute (Colour)
4.2	A3 Print/Copy Speed	37 pages per minute (Colour)
4.3	Memory	8,192MB or higher
4.4	Storage	256 GB SSD (standard) / 1 TB SSD (optional)
4.5	Interface	10-Base-T/100-Base-T/1,000-Base-T
4.6	Warm-up Time	Approx 18 sec
4.7	Originals	Sheets, books
4.8	Duplex Printing	Auto and manual
4.9	Multiple Copies/Prints	1 to 9,999
4.10	Magnification	25-400%
4.11	Copy Reservation	Minimum 5 jobs
4.12	Safety	Fully comply with SANS IEC 60950
4.13	Established brand	10 years old (this is not for the model but the brand)
4.14	Operating System	Windows 7 (32/64); Windows 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; Windows Server 2019; Macintosh OS X 10.11 or later; Unix; Linux; Citrix
Paper feed sizes		
4.15	Plain paper	80-300 gsm
4.16	Cassette	A6-SRA3
4.17	Paper input capacity	Minimum 3,650 sheets

		Scanning
		Up to 280/280 ipm in duplex (mono/colour)
4.18	Scan speed	Up to 140/140 ipm in simplex (mono/colour)
4.19	Scan formats	JPEG; TIFF; PDF, Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX optional: Searchable PDF; PDF/A 1a and 1b; Searchable DOCX/PPTX/XLSX
4.20	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
Resolution		
Item	Description	Specification
4.21	Scanning	600 x 600 dpi
4.22	Copying	600 x 600 dpi
4.23	Print	1,800 x 600 dpi; 1,200 x 1,200 dpi
Finisher (Electronic Sorter)		
Item	Description	Specification
4.24	Acceptable paper sizes	A5 - A3
4.25	Acceptable weights	80-300 gsm
4.26	Staple capacity	Minimum 100 pages
4.27	Punching facility	2-hole punching
4.28	Booklet function	Saddle stitching

Software

- The software must be enabled for follow me printing.
- Must have an embedded license with a three (3) year maintenance contract per device. This must include installation and project management.
- Must have secure printing functionality
- Management tool with dashboard and for meter, service, and toner alerts (all offline and error reports)
- Monthly reporting on individual/department usage.
- Must be South African developed and supported.

References

The bidder is required to include a minimum of three (3) contactable references where similar solutions in terms of complexity and scale have been implemented by the bidder within the last two (2) years. The references must include contact details so that TVET can contact the reference at TVET's logistics discretion.