

REQUEST FOR PROPOSAL (RFP)



MR 159/2015

Supply of a Multi-Tasking Printer

1. Purpose and Description of Project

The Fiji Electricity Authority (FEA) is requesting proposals for the supply of multi-function printer for the Training department. The goal is to supply professional print-outs for FEA Training purposes to customers on a when in need basis. This RFP includes standards and specifications for the sought after Hardware.

2. Item Overview

FEA is requesting proposals for industry standard Printers. The Technical specifications for our requirements are listed in Section 5 (b), however, vendors are encouraged to propose solutions they deem to be more advanced or of a higher quality than the one sought in this RFP.

3. Eligibility Criteria/Pre-qualification of the Bidder

The supplier should be an authorized distributor or reseller for the printers proposed. The vendors shall submit the names of the key team members who will be assigned by the supplier for the supply of printers to FEA. Any subcontractors to be hired for the supply of printer should also be noted, and similar information as required of the supplier should be included for the subcontractor's key team members. The vendors must have support in the form of Local Service Centers. The vendors must enclose details of their support with reference to locations and technical manpower, availability of inventory spares, etc.

4. Evaluation criteria of the qualified Bidders:

| Description | Weight |
|--|--------|
| 1. Compliance to Requirements Checklist | 20 % |
| 2. Proven ability of vendor to supply the requirements | 20 % |
| 3. Experience in providing post-installation support to a pre-arranged degree of Satisfaction Level/s. | 20 % |
| 4. Pricing | 40 % |

5. Overview/Specifications

a. General Requirements

Three year warranty for all printer quoted. Toner prices, Drum, Fusers or Maintenance Kit should also be provided in your Bids

All proposals submitted must ensure that the above mentioned services are catered for.

b. Printer Technical Specification

System Overview

System memory 2,048 MB

System hard disk 250 GB

Interface 10-BASE-T/100-BASE-TX/1,000-BASE-T Ethernet, USB 2.0

Network protocols TCP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS

Frame types Ethernet 802.2, Ethernet 802.3, Ethernet II, and Ethernet SNAP

Dual scan document feeder

Up to 100 originals / 5.5" x 8.5" to 11" x 17" / 35-163 gsm

Printable paper size Scanning/Copying: up to 11" x 17"

Printing: up to 11" x 17" full bleed on 12" x 18" paper

Custom paper sizes

Banner paper max: 11.75" x 47.25"

Printable paper weight 52-300 gsm

Paper input capacity Standard: 1,150 sheets / Max.: 6,650 sheets

Tray 1 500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm

Tray 2 500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm

Tray 3 (optional) 500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm

Tray 4 (optional) 2 x 500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm

Large capacity tray

LU-301 (optional)

3,000 sheets / 8.5" x 11" / 52-256 gsm

Large capacity tray

LU-204 (optional)

2,500 sheets / 8.5" x 11" to 12" x 18" / 52-256 gsm

Manual bypass 150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm

Automatic duplexing 5.5" x 8.5" to 12" x 18" / 52-256 gsm

Finishing modes Offset, group, sort, punch, post insertion, z-fold, half-fold,

tri-fold, booklet Output capacity Max. with finisher: 3,300 sheets

Max. with-out finisher: 250 sheets

Stapling (optional) Max.: 100 sheets or 94 sheets + 2 cover sheets (up to 209 gsm)

Stapling output capacity Max.: 1000 sheets-Tri-fold Up to 3 sheets Tri-fold capacity Max.: 30

sheets (tray), unlimited. Booklet Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)

Booklet output capacity Max.: 100 sheets (tray), unlimited

Copy/print volume Max.: 200,000 pages/month¹ Toner lifetime Black: 27,000 pages / CMY:

26,000 pages

Imaging unit lifetime Black: 135,000 pages / 590,000 pages (Drum / Developer)

CMY: 95,000 pages

Power consumption 240 V / 50/60 Hz, less than 1.92 kW (system)

Copier Specifications

Copying process Electrostatic laser copy, tandem, indirect

Toner system HD Polymerized Toner

Print speed (8.5" x 11") B&W / Color: up to 55 ppm (Portrait)
Print speed (11" x 17") B&W / Color: up to 27 ppm (Portrait)
Auto-duplex speed (8.5" x 11")
B&W / Color: up to 55 ppm (Portrait)
1st copy out time B&W: 4.1 sec. / Color: 4.6 sec.
Warm-up time Approx. 22 sec
Copy resolution 600 x 600 dpi
Gradations 256 gradations
Multi-copy 1-9,999
Original format Up to 11" x 17"
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

Printer Specifications

Print resolution 1,800 x 600 dpi, 1,200 x 1,200 dpi
PDL PCL6 (XL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
Operating systems Windows (x32/x64): XP / Vista / 7 / 8
Windows Server (x32/x64): 2003 / 2008 / 2008 R23 / 20123
Macintosh OS X 10.2.8 or later
UNIX / Linux / Citrix
Printer fonts 80 PCL Latin, 137 PostScript 3
Print functions Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and
OOXML (DOCX, XLSX, PPTX), mixmedia and mixplex, "Easy Set" job programming,
overlay, watermark, copy protection, carbon copy print

Printer Specifications (Optional)

Print controller Embedded Fiery IC-414
Memory/HDD 2 GB / 160 GB
PDL PostScript 3 (ver. 3019)
PCL 6/5c
Operating systems Windows (x32/x64): XP / Vista / 7 / 8
Windows Server (x32/x64): 2003 / 2008 / 2008 R23 / 20123
Macintosh OS X 10.2.8 or later

Scanner Specifications

Scan speed B&W / Color: up to 160 ipm
Scan resolution Max.: 600 x 600 dpi
Scan modes Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB,
Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted
PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional),
searchable DOCX/XLSX (optional) Scan destinations 2,100 (shared with fax), LDAP support
Scan functions Annotation (text/time/date) for PDF, up to 400 job programs, Real-time scan
preview

Fax Specifications

Fax Super G3 (optional)
Transmission Analog, i-Fax, Color i-Fax, IP-fax
Resolution Max.: 600 x 600 dpi (ultra-fine)
Compression MH, MR, MMR, JBIG
Modem Up to 33.6 Kbps
Destinations 2,100 (single + group)
Functions Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

6. Product Support

Three (3) years On-Site Support in Navutu, Fiji on a 24x7x365 basis should be available for parts and labor.

7. Delivery

The selected supplier shall deliver all required hardware (with inside delivery specified) to Navutu Depot at Navutu Industrial area, Lautoka. Please specify the delivery period in the bid for both locations.

8. Bidder Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Proposal for Supplies Products and/or Services
- Customer References of similar projects
- Certification of Engineers
- Hardware/Software Certifications

The Proposal for Supplies or Services must clearly itemize all costs. The cost should include the following but not limited to:

- Hardware Cost
- Warranty Cost
- Maintenance Cost
- Maintenance Kit, Fuser and Drum
- Consumable (Toners Colored, Black And White)

Bidders must submit proposal as Option 1 complying with the specifications in Section 5 which is mandatory. Any other solution proposed/offered by the bidder which is better and gives more value for money, such solutions may be submitted as Option 2, 3 etc.

9. Amendment of RFP

FEA may at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

10. Cancellation/Termination of RFP

The FEA may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this RFP, at any time prior to the execution of a formal written agreement without any liability.

11. Due date for Tenders

Tenders received after the closing date of **4:00pm Wednesday 21st October 2015** will not be considered.

Schedule A - Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

| General | | | |
|---|-------------|-------------|---------------------|
| The registered name of the Bidder: | | | |
| Business address for correspondence: <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i> | | | |
| Contact name of the Authorised Person: | | | |
| Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i> | | | |
| Business structure: | | | |
| Include the organisation Chart | | | |
| Financial standing | | | |
| (Information designed to give client confidence in the financial competence of the BIDDER) Audited financial accounts for past three years shall be included in appendix. | | | |
| Total current employees : | | | |
| Sales Turnover | 2012 | 2013 | 2014 |
| Net profit before tax | 2012 | 2013 | 2014 |
| Company Profile(s) | | | |
| Reference Sites (Use separate schedule formats for this response) [Details of at least two similar Projects in the last 5 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner.] | | | |
| Designated Staff | Name | Position | Project Designation |
| (Detailed profiles of key staff shall be included in appendix) | | | |

Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their past experience with successful customers/sites/organizations:

| Experience of similar implementation |
|---|
| Project Name: |
| Project Location: |
| Client Name: |
| Client address: |
| Client contact/reference person(s): <i>Name</i> <i>Address – if different from above</i> <i>Telephone</i> <i>Facsimile</i> |
| Mobile Phone |
| Email address |
| Man-months effort: |
| Name of senior project staff: <i>Project Director</i> <i>Project Manager</i> <i>Other</i> |
| Nature of the Project: |
| Role of the company, whether complete end-to-end involvement or for a particular module: |

Schedule C - Pricing Summary

| Description | Quantity | Cost |
|---|----------|------|
| <u>One-time costs:</u> | | |
| Supply of Printer | | |
| Toner costing | | |
| <u>Recurring costs:</u> | | |
| Maintenance Cost | | |
| Hourly rate for changes or modifications or improvements at the request of FEA – Scope of work will be decided by the extent of changes envisaged | | |
| Maintenance Kit, Fuser and Drum/Developer | | |

Tender submission

Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at 4:00pm on Wednesday 21st October, 2015

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender NO. MR 159/2015 – Supply of a Multi-Tasking Printer

The Secretary, Tender Committee
Fiji Electricity Authority

Supply Chain Office

Private Mail Bag, Suva

It must also indicate the name and address of the tenderer on the reverse of the envelope.

All late tenders, unmarked envelopes and envelopes without bidder's name and address on the reverse will be returned to the Tenderers unopened.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587.**

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company Name: _____
(Attach copy of Registration Certificate)
2. Director/Owner(s): _____
3. Postal Address: _____
4. Phone Contact: _____
5. Fax Number: _____
6. Email address: _____
7. Office Location: _____
8. TIN Number: _____
(Attach copy of the VAT/TIN Registration Certificate – Local Bidders Only)
9. Company Registration Number: _____
(Attach copy of the Business License)
10. FNPF Employer Registration Number: _____
(For Local Bidders only)
11. Contact Person: _____

I declare that all the above information is correct.

Name: _____ Position: _____ Sign: _____

Date: _____