

REQUEST FOR PROPOSAL (RFP)



Supply of A3/A4 Multi-Function Color / Mono

Laser Printer

MR 331/2024

1. Purpose and Description of Project

Energy Fiji Limited (EFL) is requesting proposals for the supply of two (2) multi-function printers (MFP) The goal is to supply professional printouts for the department on a when-in-need basis. This RFP includes standards and specifications for the sought-after Hardware.

2. Solution Overview

EFL is requesting proposals for industry-standard Printers. The Technical specifications for our requirements are listed in Section 5 (c), 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 printer and propose relevant documents to validate this.

4. Evaluation criteria of the qualified Bidders:

Description	Weight
1. Compliance with the Requirements Checklist	20 %
2. Proven ability of the 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 %

Please ensure the table is filled as is in (9. Printer Table.) Otherwise, your bid will become invalid.

5. Solution Specifications

1. Main Specifications

GENERAL	
Functions	Print, Scan, Copy
Operation panel	7-inch Smart Operation Panel
Warm-up time	15 - 20 seconds
First output speed	6.5 seconds
Continuous output	30 - 40ppm
Memory Standard:	Standard: 8GB
ARDF capacity	400 sheets
Weight (Mainframe)	50.0kg or less
Dimensions (W x D x H)	220 - 240V 50/60Hz
COPIER	
Multiple copying	Up to 999 copies
Resolution	1200 x 1400 dpi
Zoom From	25% to 400% in 1% steps
PRINTER	
CPU	ARM CortexA53 800 MHz
Printer language	Standard: PCL5e/6, PostScript3
Print resolution 800 x 800 dpi	800 x 800 dpi
Network interface	Standard: Ethernet (1000/100/10BASE), Wireless LAN (IEEE802.11a/b/g/n), USB 2.0-Device (Type-B), USB 2.0-Host
Mobile printing capability	OPTIONAL
SCANNER	
Scanning speed	Scanning speed Mono: 50ipm Colour: 50ipm
Resolution	Resolution Maximum: 600 dpi
Compression method	Compression method MH/MR/MMR, JPEG

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File formats	Single Page TIFF, Multi Page TIFF, Single Page JPEG, Single Page PDF, Multi Page PDF, Single Page High-Compression PDF, Multi Page High-Compression PDF
Scan modes	Scan modes Email, Folder, Network Twain, USB
SECURITY	
Features	Locked Print, SSL communication encryption, Transport Layer Security (TLS), SMTP over SSL/TLS, Wireless LAN encryption, Network Protocol, IP filtering
PAPER HANDLING	
Recommended paper size	A3, A4, A5, A6, B4, B5, B6
Paper input capacity	Standard: 500 Sheets, Maximum: 1600 Sheets
Paper output capacity	Standard 250 Sheets
Paperweight	Tray:52 - 105g/m ² , Bypass: 60 - 216g/m ²
Paper Trays	5 – 6 Trays with Stand.
Paper types	Thin Paper, Plain Paper 1, Plain Paper 2, Recycled, Color Paper, Special Paper, Middle Thick Paper, Printed Paper, Preprinted Paper, Pre-punched Paper, Letterhead, Bond Paper, Cardstock, Thick Paper 1, Thick Paper 2, Label Paper, OHP, Envelope
ECOLOGY	
Paper consumption	Maximum: Less Than 1,550W, Ready mode: Less Than 113W, Sleep mode: Less than 4W
TEC Value	Less than 1.309 kWh
INPUT TRAY OPTIONS	
Tray 1 x 500-sheet paper tray (PB2030)	Paper size: A5-B4, Paper weight: 60-105g/m ²
Tray 2 x 500-sheet paper tray (PB2040)	Paper size: A5-B4, Paper weight: 60-105g/m ²
Tray 3 x 500-sheet paper tray (PB2030)	Paper size: A5-B4, Paper weight: 60-105g/m ²
Tray 4 x 500-sheet paper tray (PB2040)	Paper size: A5-B4, Paper weight: 60-105g/m ²
Tray 5 x 500-sheet paper tray (PB2030)	Paper Size: A3/A4
Tray 6 x 500 sheet paper tray (PB2040)	Paper Size: A3/A4

OTHER OPTIONS	
Inner 1 Bin Tray BN2020, NFC Card Reader Type M38, Bypass Tray Cover Type M16, ADF Handle Type C, Fax Marker Type 30	

6 General Requirements

- Three-year warranty for all printers quoted. Toner prices, drum, fusers, and/or maintenance kit prices should also be included in your bids.
- Bidders are open to providing Trade-in value for old machines, please specify the conditions and prices provided for the Trade-in.

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

7 Printer Technical Specification

System Overview

Color / Mono multifunction device which is compact in size and powerful in its features. Direct integration of devices with popular cloud services or seamless connectivity with smartphone, an optimum level of scalability can be achieved as and when required to enhance overall productivity.

- Copy / Print: Color / Monochrome 30 - 40 ppm.
- Scan: Color/Monochrome 30 ppm.
- Printing resolution: 1200 x 2400 dpi
- Wireless LAN Supported
- Mobile Support
- Cloud Interactive

Easy-to-use touch panel

- Smartphone-like operation
- Adjustable UI panel angle for easy viewing
- Support for multiple languages
- Comes standard with the NFC touch area

Visual and sound notifications

- The device uses visuals and sound to notify the user of its state. The sound changes depending on the purpose to correctly notify the user of the operation status.

Directly printing from or scanning to USB

- It is possible to print documents stored on a USB memory or save scanned data to the memory without using a computer.

One-touch multiple destination scanning

- Multi Send scan allows user to simultaneously perform Scan to PC (SMB/FTP/SFTP), Scan to e-mail, and Store & Send Link functions.

More than 2000 sheets of paper capacity

- Equipped with a tray that handles paper feed of 500 sheets, bypass tray that handles paper feed of 96 sheets as standard.
- Bypass tray that can perform Paper Size Detection and switch paper tray.

Quickly activate when wanted to be used

- Set a preset time for the device to perform an auto image quality adjustment before actual daily work starts thus reducing any wait time for machine calibration before the first operation.

Uncompromising Image Quality

- Image Enhancement processing reproducing diagonal lines and the outlines of characters, which can become jagged when printed, more smoothly.
- Image Registration Control Technology, and digital image adjustment technology, minimizes color misregistration.

Eco friendly

- LED print head to achieve both high image quality and energy saving.
- Smart Energy Save allows to reduction power consumption and CO2 emissions by distributing power only to the features requested by users.

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 30 ppm (Portrait)
- Auto-duplex speed (8.5" x 11")
- B&W /: up to 30 ppm (Portrait)
- 1st copy out time B&W: 4.1 sec.
- Warm-up time Approx. 22 sec
- Copy resolution 1200 x 2400 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 1200 x 2400 or more dpi
- PDL PCL6 (XL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
- Operating systems Windows (x32/x64): XP / Vista / 7 / 8 / 10 / 11
- Windows Server (x32/x64): / 2008 & R2 / 2012 & R2 / 2016 / 2019 2021
- Macintosh OS X 10.2.8 or later.
- Monthly Volume of 5,000 to 10,000 pages per month.

- 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), mix media and mix plex, “Easy Set” job programming, overlay, watermark, copy protection, carbon copy print.

Scanner Specifications

- Scan speed B&W / Color: up to 160 ppm
- Scan resolution Max.: 1200 x 2400 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.

8 Pricing Summary

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

9 Printer Table

Bidders must include the table below in their bids, with all the details filled in.

Description	Monochrome / Color
MODEL	
Paper Size	
Resolution	
PPM	
MFP	
Duplex	
Recommended Monthly Vol.	
Max Monthly Vol.	
Maint. Kit/Drum/Fuser Life (pages)	
Toner Life - black (pages)	
Toner Life - Color (pages)	
Printer Unit Price	
Maint. Kit/Drum Costs - Black	
Maint. Kit/Drum Costs - Color	
Toner Black Cost	
Tone Colored (All Colors) Cost	
Cost Paper Blank page	
BW Toner Cost per page	
Color Toner Cost per page	
Total Cost per Print B/W	
Total Cost per Print Color	

Average Monthly BW @ 4K/month	
Average Monthly Color @ 4K/month	
Monthly Printer Cost	

10 Product Support

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

11 Delivery

The selected supplier shall deliver all relevant renewal-related information (physical or electronic) to the EFL Head Office Office, located in Suva, Fiji.

12 Bidder Submittals

Please indicate in your proposals if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum, itemizing the cost for each component.

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 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 a proposal to satisfy the Solution Overview in Section aligning with the specifications highlighted in Section 9.

13 Warranty of Tenders

Bidders must lodge submissions no later than 4:00 pm, on **Wednesday 15th October 2024**.

Tender - Supply of A3/A4 Multi-Function Color / Mono Laser Printer

14 Amendment of RFP

The EFL 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.

15 Cancellation/Termination of RFP

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



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16 Due date for Tenders

Tenders received after the closing date of **4:00 pm 16th October 2024** 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:			
The 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 the 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	2020	2021	2022
Net profit before tax	2020	2021	2022
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's 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 the appendix)			

Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their 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:



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TENDER CHECKLIST

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

Tender Number _____

Tender Name _____

1. Full Company / Business 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 (Mandatory))

9. FNPF Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Tender submission

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.

This tender closes at 4.00pm (1600hrs) on Wednesday 16th October, 2024.

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9992400 or email us on tenders@efl.com.fj

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.

The lowest bid will not necessarily be accepted as the successful bid.

The Tender Bids particularly the “Price” must be typed and not hand written.

Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.

Tender Submission via email or fax will not be accepted.