

REQUEST FOR PROPOSAL (RFP)



Supply of Printer for System Control and Planning (NCC)

MR 50/2021

Supply of Printer (NCC)

1. Purpose and Description of Project

The Energy Fiji Limited (EFL) is requesting proposals for the supply of multi-function printer for the System Control & Planning (NCC). The goal is to supply professional print-outs for EFL T System Control & Planning purposes to customers on a when in need basis. This RFP includes standards and specifications for the sought after Hardware.

2. Solution 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 with relevant documents to validate this.

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. Solution 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

Supply of Printer (NCC)

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

B: Printer Technical Specification

System Overview

Color multifunction device which is compact in size and powerful in its features. Direct integration of device 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 25 ppm
- Scan: Color/Monochrome 55 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 visual 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.

Supply of Printer (NCC)

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 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 device to perform an auto image quality adjustment before actual daily work starts thus reducing any wait time for machine calibration before 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, 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 reduce 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 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)

Supply of Printer (NCC)

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- 1st copy out time B&W: 4.1 sec. / Color: 4.6 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 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

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

Supply of Printer (NCC)

6. Product Support

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

7. Delivery

The selected supplier shall deliver all relevant renewal related information (physical or electronic) to the EFL Head Office, located at 2 Marlow Street, Suva, Fiji or emailed to the Authorised EFL Contact person.

8. 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 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 to satisfy the Solution Overview in Section aligning with the specifications highlighted in Section 5.

The current Enrolment is for 3 years. The full enterprise renewal cost is distributed evenly over 3

Supply of Printer (NCC)

years, with payments made each year of the enrolment period. **Bidders must ensure that their proposals also follow this payment schedule.**

9. Submission of Tenders

Bidders must lodge submissions no later than 4:00pm, on **Wednesday 17th March 2021**.

Tender- Supply Of Printer (NCC)

10. 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.

11. 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 prior to the execution of a formal written agreement without any liability.

12. Due date for Tenders

Tenders received after the closing date of **4:00pm Wednesday 17th March 2021** will not be considered.

Supply of Printer (NCC)

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: (Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)			
Contact name of the Authorised Person:			
Contact's position: Contact addresses if different from above Locality City, Pin Code Location, Street, Country, Telephone, Facsimile, Email, Web address			
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	2017	2018	2019
Net profit before tax	2017	2018	2019
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)			

Supply of Printer (NCC)

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:

Supply of Printer (NCC)

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: _____

Supply of Printer (NCC)

Sign: _____ Date: _____

Submission of Tender

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 EFL Head Office, 2 Marlow Street, Suva, Fiji.

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

This tender closes at 4:00 p.m. (16.00hrs Fiji time) on Wednesday 17th March, 2021.

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

MR 50/2021

Supply of National Contact Centre Printer

The Secretary, Tender Committee

Energy Fiji Limited

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 on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.

Supply of Printer (NCC)

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9992400.

Bidders are requested to submit a:

- Valid Tax Compliance Certificate
- FNPF Compliance Certificate
- FNU Compliance Certificate

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

(Tender Submission via email or fax will not be accepted)