

TENDER SC 912/2010: **MULTI FUNCTIONAL DIGITAL COPIERS**

Terms & Conditions for full Service Maintenance Agreement

1. The company must provide all spares/consumable (i.e. Drum Developer, Toner and services)
2. The company must give training to two key operators.
3. The engineer must attend the photocopier machine within four hours of the lodging of complaint to a central helpdesk point.
4. The machine will be put in working order within 24 hrs.
5. Billing will be done according to the machine meter reading, rate per copy mentioned.
6. Payment will be made by department at the end of each month.
7. A 3 year contract will be signed only on date of installation.
8. If the contract contains a clause stating that the contract will commence for another full year after the initial rental period of three years, that clause must be withdrawn from the contract as Overstrand Municipality will only be liable for the initial three year contracted period only.
9. No escalation costs for the 3 year period will be allowed.
10. All software must be included in the contract.
11. All equipment must be new and of the latest technology.
- 12. Quotation must be on copy speed of 20 and 45 copies per minute.**
13. Machine/s must be equipped with the correct connections for network use with delivery.

A. TECHNICAL SPECIFICATIONS AND CONFIGURATIONS OF PHOTOCOPIER MACHINES

- | | | |
|----|-------------------------------------|-----------|
| 1. | MODEL / MAKE | : |
| 3. | COST PER COPY | : R |
| 4. | MONTHLY RENTAL AMOUNT FOR 36 MONTHS | : R |
| | PER UNIT | |
| 4. | MAXIMUM COPIES PER MONTH | : |
| 5. | AUTO DUPLEX PRINT FACILITY | : |

Name of Tenderer:.....

Signature:

Date:

Please mark (✓) where applicable -

		Compliance	Non-Compliance
1.	REDUCTION/ENLARGEMENT		
2.	PAPER TRAY CAPACITY		
3.	NETWORK IP COMPLIANT (INSTALLED NIC)		
4.	NETWORK SCANNING FACILITY (DUPLEX)		
5.	ELECTRONIC SORTING (OPTIONAL)		
6.	ELECTRONIC STAPLING (OPTIONAL)		
7.	MUST HANDLE A3 & A4 PAPER SIZE		
8.	MUST BE ON STAND		
9.	COPY SPEED : 20 copies per minute		
10.	COPY SPEED : 45 copies per minute		

Draft Service Level Agreement to be submitted with Tender documents. Failure to submit the Draft Service Level Agreement may disqualify your tender.

All prices shall be quoted in South African currency and be inclusive of VAT.

**Pricing schedule to be completed in non-erasable black ink.
NO tipp-ex (correction fluid) to be used.**

Name of Tenderer:.....

Signature:

Date: