

TERMS OF REFERENCE FOR THE LEASING AND MAINTENANCE OF TWO [2] MULTI-FUNCTION, ENERGY-EFFICIENT, HIGH VOLUME NETWORK PHOTOCOPIERS FOR A PERIOD OF THREE (3) YEARS.

BACKGROUND:

SANAC TRUST invites bids from service providers to supply, install and deliver multifunction network printers in terms an operating lease agreement including the provision of a printer maintenance and support services.

The service provider must provide the services regarding the optimization of SANAC TRUST's printing environments, maintenance and support of all printing devices, supply of printing consumables (excluding paper), installation and removal of devices, the provision of monthly reporting regarding color and mono printing and monitoring and reducing unnecessary paper usage and printing costs.

Special high volume, high speed unit with high capacity paper trays and an advanced finisher to produce Meetings packs.

The service provider must have the capacity and resources to supply, install and deliver the following goods and services required by SANAC TRUST:

- Device: Multifunction network Printer/ Scanner/ Photocopier / Fax
- Security feature: Password linked to users
- The printer should be capable of doing colour and monochrome printing
- The printer should provide USB port and secured wireless connectivity
- The main unit must have multiple feeder drawers and be able to accommodate multiple types and sizes of paper as part of the feeder
- The printer must have an automated document feeder
- The printer must be capable of network printing, scan to mail/network and colour scanning
- The finishing of the printer must be able to produce a staple/stacker/punching and page numbering
- Estimated number of people connected to machine should be a minimum of 20
- The printer must be able to provide security relevant chronological records such

as audit trail and other reports

Type		Desktop Full-colour Printer / Copier / Scanner			
Colour Support		Full-Colour			
Resolution	Scan	Main: 600dpi × Sub: 600dpi			
	Print	Copy: Main; 600 dpi × Sub; 600 dpi / Print: Main; 1,200 dpi × Sub; 1,200 dpi			
Memory Capacity	Std.	2 GB			
	Max.	4 GB			
HDD		250 GB			
Gradation		256			
Original Type		Sheets, Books, Objects			
Max. Original Size		A3 (11" × 17")			
Output Size		SRA3 to A5, B6 Lengthwise, A6 Lengthwise Thick paper, Foolscap* (8-1/2" × 13-1/2", 200 mm × 330 mm, 8-1/8" × 13-1/4", 8-1/2" × 13", 8-1/4" × 13", 8" × 13"), 8K, 16K, Long Length Paper (210 × 457.3 mm to 297 × 1,200mm) * Set by Customer engineer			
Image Loss		Max. 4.2 mm or less for top edge (5 mm for thin paper), Max. 3.0 mm or less for bottom edge, Max. 3.0 mm or less for right/left edges * A loss of 4.2 mm each during printing.			
Warm-Up Time *Warm-up time may vary depending on the operating environment and usage. *The time required to start printing when both the main power and sub-power switches are turned from OFF to ON. (23°C, std. voltage)		Colour: 22 sec. or less (JPN/TAI WAN:25 sec. or less)	Colour: 25 sec. or less	Colour: 20 sec. or less	
		B/W: 22 sec. or less (JPN/TAIWAN: 23 sec. or less)	B/W: 25 sec. or less	B/W: 20 sec. or less	
*The time required to start printing when the main power switch is ON and the sub-power switch is turned from OFF to ON. (23°C, std. voltage)		Colour: 22 sec. or less (JPN/TAI WAN: 25 sec. or less)	Colour: 25 sec. or less	Colour: 20 sec. or less	Colour: 18 sec. or less

		B/W: 22 sec.or less(JPN/TAIWAN: 23 sec. or less)	B/W: 25 sec.or less	B/W: 20 sec.or less	B/W: 18 sec.or less	
First Copy Out Time *A4/Letter crosswise, full size, using the first tray, scanning from the original glass surface.		Colour: 4.6 sec. or less	Colour: 5.5 sec. or less	Colour: 6.9 sec.or less	Colour: 7.7 sec .or less	Colour: 8.3 sec.or less
		B/W: 4.1 sec. or less	B/W: 4.6 sec. or less	B/W: 5.3 sec.or less	B/W: 5.9 sec. or less	B/W: 6.9 sec.or less
Copy Speed (A4/Letter Crosswise)		Colour/B &W: 55 ppm	Colour/B &W: 45 ppm	Colour/B &W: 36 ppm	Colour/B &W: 28 ppm	Colour/B &W: 22 ppm
Copy Magnification	Fixed Same Magnification	1:1± 0.5% or less				
	Scaling Up	1: 1.154/1.224/1.414/2.000				
	Scaling Down	1: 0.866/0.816/0.707/0.500				
	Preset	3 types				
	Zoom	25 to 400% (in 0.1% increments)				
	Lengthwise Crosswise Individual Settings	25 to 400% (in 0.1% increments)				
Paper Capacity(80g/m²paper)	Tray 1	500 sheets (up to A3)				
	Tray 2	500 sheets (up to SRA3)				
	Multiple Bypass Tray	150 sheets (up to SRA3)				
Max. Paper Capacity (80g/m²)		6,650 sheets		3,650 sheets		
Paper Weight	Tray 1 / 2	52 to 256 g/m ²				
	Multiple Bypass Tray	60 to 300 g/m ²				
Multiple Copy		1 to 9,999 sheets				
Auto Duplex	Type	Non-Stack				
	Paper Size	Width: 100 to 320 mm, Length: 148 to 457.2 mm				
	Paper Weight	52 to 256 g/m ²				

Power Requirements	AC220 to 240 V 9 A (50 to 60 Hz)	AC220 to 240 V 8 A (50 to 60 Hz)
Max. Power Consumption	2.0 kW or less	1.58 kW or less
Dimensions [W] × [D] × [H]	615 × 685 × 921 mm (24-1/4" × 27-1/2" × 36-1/4")	615 × 685 × 779 mm (24-1/4" × 27-1/2" × 30-3/4")
Weight	Approx. 101 kg (222-3/4 lb)	Approx. 85 kg (187-1/2 lb)
Space Requirements*¹ [W] × [D]	937 × 1,246 mm (37" × 49")	937 × 1,214 mm (37" × 47-3/4")

*¹ Without options, with paper trays pulled out, and multiple bypass tray, auxiliary tray

Print Specifications (Standard)

Type	Embedded	
CPU	C554/C454:MPC8536 1.2GHz C364/C284:MPC8536 1.0GHz C224:MPC8536 800MHz	
Memory	Shared with the copier	
HDD	250 GB (Shared with the copier)	
Print Speed	Same as Copy Speed (when using the same original)	
Print Resolution	1,200 × 1,200 dpi	
PDL	PCL5e/c, PCL6 (Ver. 3.0), XPS Ver. 1.0	
Protocol	TCP/IP, IPX/SPX (NDS support), SMB (NetBEUI), LPD, IPP1.1, SNMP, HTTP	
Support OS	Windows 2000 / XP / XP 64bit / Vista / Vista 64bit / 7 / 7 64bit / Server 2003 / Server 2003 64bit / Server 2003 R2 / Server 2003 R2 64bit / Server 2008 / Server 2008 64bit / Mac OS 9.2 / Mac OS X 10.2/10.3/10.4 (Power PC) / Mac OS X 10.5 (Power PC/Intel) / Mac OS X 10.6/10.7 (Intel) Linux	
Fonts	PCL	80 Roman fonts
	PS	137 Roman Type1 fonts
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T), USB 1.1, USB 2.0, USB Host	

Scanning Specifications (Standard)

Type	Full-Colour Scanner	
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T)	
Driver	TWAIN Driver, HDD TWAIN Driver	
Protocol	TCP/IP (FTP, SMB, SMTP)	
Scanning Speed	Colour/B&W: 80 opm•••DF-624 (300dpi, A4/Letter Crosswise) Colour/B&W: 160 opm•• DF-701 (300dpi, A4/Letter Crosswise)	
Scanning Size	Max. A3 (11" × 17")	
Output Format	TIFF, JPEG, PDF, Compact PDF, XPS, Compact XPS, PPTx, Searchable PDF, PDF/A, Linearised PDF	
	Push	200dpi / 300dpi / 400dpi / 600dpi

Scanning Resolution	Pull	100dpi / 200dpi / 300dpi / 400dpi / 600dpi
Main Functions	Scan to E-Mail, Scan to FTP, Scan to BOX (HDD), Scan to PC (SMB), Network TWAIN, Scan to WebDAV, Scan to Me, Scan to Home, Scan to USB, Scan to Scan Server, Scan to Web Service (WSD-Scan), Device Profile for Web Services (DPWS)	
Other Functions	Multi-Method Send, Authentication at the time of E-Mail send (SMTP authentication, POP before SMTP), S/MIME, Annotation	

Internet Fax (Standard)

Protocol	SMTP, POP
Connection Mode	Full-Mode
Sending Paper Size	A3, B4, A4
Recording Paper Size	Max. A3
Resolution	200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi, 600 × 600 dpi
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T)
Colour	Support Colour Internet Fax
Format	Send: TIFF-F, Receive: TIFF-F, Colour/Grey Scale: TIFF (RFC3949 Profile-C)

Type	Desktop	
Colour Support	Monochrome	
Copy Resolution	Scan	Main: 600dpi × Sub: 600dpi
	Print	Main: 1,800dpi equiv. × Sub: 600dpi
Gradation	256	
Memory Capacity (Std./Max.)	2048MB	
HDD	250GB (423: Standard, 363, 283, 223: Option)	
Original Type	Sheets, Books, Objects	
Max. Original Size	A3 (11" × 17")	
Output Size	A3 to A5, B6S 1, A6S 1 Thick Paperer	
Image Loss	Max. 4.2mm or less for top edge, Max. 3.0mm or less for bottom edge, Max. 3.0mm or less for right/left edges	
Warm-Up Time (main power on / off)	12 sec. / 30 sec. Without HDD: 12 sec. / 25 sec. (363, 283, 223 only)	
First Copy Time (A4 Crosswise)	423, 363: 3.6 sec. 283, 223: 4.2 sec.	

Copy Speed (A4 Crosswise)		423: 42 ppm, 363: 36 ppm 283: 28 ppm, 223: 22 ppm
Copy Magnification	Fixed Same	1:1±0.5% or less
	Scaling Up	1:1.154/1.224/1.414/2.000
	Scaling Down	1:0.866/0.816/0.707/0.500
	Preset	3 types
	Zoom	25-400% (in 0.1% increments)
	Lengthwise Crosswise Individual Settings	25-400% (in 0.1% increments)
Paper Capacity (80g/m2 paper)		500 sheets x2 trays (main unit) 150 sheets (Multiple Bypass Tray)
Paper Weight	Tray 1 - 2	60-90g/m2
	Multiple Bypass Tray	60-210g/m2
Multiple Copy		1-9,999 sheets
Auto Duplex		Type: Non-Stack Paper Size: Width/139.7-297mm (5.5"-11") , Length/158-431.8mm (6.25"-17") Paper Weight: 60-90g/m2
Power Requirements		AC220-240V 7A (50 to 60Hz)
Max. Power Consumption		1.5kW or less
Dimensions [W] × [D] × [H]		423, 363: 623 x 799 x 816 mm, 283, 223: 623 x 794 x 700 mm
Weight		423, 363: 78kg, 283, 223: 66kg

Timelines

Three (3) years from the date of the contract

Delivery Address:

SANAC Trust office

No 333 Grosvenor Street

2nd floor block E, Hatfield Gardens

Hatfield, 0028

Interested bidders must complete the bid document and submit proposal before the closing date and time 11 October 2018 @ 11:00 AM

By hand delivery to SANAC Trust office or Email to beullah@sanac.org.za