

Central Bank of Lesotho



REQUEST FOR PROPOSAL

RFP TITTLE:
**REQUEST FOR PROPOSALS
FOR LEASED PRINTING SERVICES**

RFP NO:
CBL/FNC/TC /8/11/2025

ISSUE DATE:
25th AUGUST 2025

Contact person:
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1. INTRODUCTION

The Central Bank of Lesotho (The Bank) has decided to embark on a journey to procure the specified leasing managed printing services, maintenance, and support. The Bank is desirous to obtain the services from a reputable and competent company. Therefore, the Bank invites proposals from registered, experienced service and suitably qualified service providers for lease and maintenance of printers for a period of 3 years with the option to extend for another two (2) years.

2. TERMINOLOGY FOR THIS RFP

Throughout this RFP, the terminology is used as follows:

“Contract” means the written agreement resulting from this RFP executed by the Bank and the Consultant;

“Consultant” or **“Service Provider”** means the successful Proponent to this RFP who shall enter into a written Contract with the Bank;

“Must” or **“Mandatory”** means a requirement that failure to meet shall result in disqualification;

“The Bank” or **“CBL”** means the Central Bank of Lesotho

3. PRINTER REQUIREMENTS AND SPECIFICATIONS

The Bank intends to lease thirteen (13) printers that meet the following minimum specifications:

General Specifications

- **Model Type:** A4 Colour Laser Multifunction Printer
- **Functions:** Print, Copy, Scan, Fax
- **Warm-up Time:** Approx. 21 seconds
- **First Output Speed:**

- B/W: 6.2 seconds
 - Colour: 7.4 seconds
- **Print Speed:**
 - Up to **43 pages per minute (ppm)** for both B/W and Colour
- **Control Panel:**
 - **10.1-inch Smart Operation Panel** (touchscreen, Android-based UI)
- **Processor:**
 - Intel® ApolloLake E3930 1.3GHz Dual Core
- **Memory:**
 - Standard: **2 GB RAM**
 - Storage: **320 GB HDD**

Paper Handling

- **Paper Input Capacity:**
 - Standard: 500-sheet paper tray + 100-sheet bypass tray
 - Maximum: 2,300 sheets (with optional trays)
- **Paper Output Capacity:**
 - 500 sheets
- **Paper Size:**
 - A6 – A4
 - Custom sizes from 90 x 148 mm to 216 x 356 mm
- **Paper Weight:**
 - Tray: 52 – 256 g/m²
 - Bypass Tray: 52 – 256 g/m²

Printing Specifications

- **Print Resolution:**
 - 1,200 x 1,200 dpi (high-resolution output)
- **Printer Languages:**
 - PCL5c, PCL6, PostScript 3 (emulation), PDF Direct Print
- **Mobile & Cloud Printing Support:**
 - AirPrint, Mopria, Google Cloud Print, Ricoh Smart Device Connector
- **Operating Systems Supported:**
 - Windows, Mac OS, Linux, Unix

Copying Specifications

- **Copy Speed:** Same as print speed (up to 43 ppm)
- **Multiple Copies:** Up to 999
- **Zoom:** 25% – 400% (in 1% steps)
- **Resolution:** 600 dpi

Scanning Specifications

- **Scanner Type:** Color scanner
- **Scan Speed:**
 - Up to **80 ipm (images per minute)** duplex scanning
- **Scan Resolution:**
 - Up to 600 dpi
- **Scan To:**
 - Email, Folder (SMB/FTP), USB, SD card, URL, Cloud services

Connectivity

- **Network Interface:**
 - Standard: Ethernet (10Base-T/100Base-TX/1000Base-T), USB 2.0, USB Host

- Optional: Wi-Fi, Bluetooth
- **Protocols Supported:**
 - TCP/IP (IPv4, IPv6), SNMP, SMB, SMTP, FTP, WSD, IPP

Security Features

- User authentication (PIN, card)
- Data encryption
- HDD overwrite
- Locked print
- Secure PDF

4. SCOPE OF WORK AND TERMS OF REFERENCE

This section entails the scope of work for Leasing Managed Printing Services for a period of three (3) years with the option to extend for another two (2) Years.

1. General Scope

The scope of work includes the following but not limited to:

- a) Supply of printing equipment: a leased term—multifunctional and laser printers x 13
- b) Supply of backup printing equipment, for service continuity purposes.
- c) Supply of printing consumables and spare parts
- d) Installation of the leased equipment.
- e) Maintenance of the printing equipment.
- f) Support services for the printing equipment.
- g) Training of the internal team.

- h) Printing services security and vulnerability management including patch deployment to be embedded in the services

2. IT Project Management services

The service provider must provide IT project management services which include the following:

- a) Project management documentation to track and monitor the scope, milestones, time, and resources for the installation, maintenance, and support of leasing managed printing services. (i.e., project plan, project charter, statement of work).
- b) Plan, acquire, and setup subscription user licenses.
- c) Project handover, documentation, and data handover
- d) Project management, deliverables delivered on time and budget
- e) Plan training and development for the relevant stakeholders.

3. Maintenance and Support

- a) The Bidder to provide ongoing support and maintenance of leasing managed printing services.
- b) Printing Service availability of 99.9%
- c) Turnaround times as follows:

Priority/ Severity	Description	Response Turn Around Time	Resolution Turn Around Time
1	Critical business impact Issue critical, unable to perform any printer related services	Within 30 Minutes	Within 4 business hours
2	Significant business impact The issue is significant to printer functions. Rapid resolution should be provided.	Within 30 Minutes	Within 6 business hours

3	Limited business impact The issue has an acceptable workaround not impacting significant or critical functions of printing services.	Within an hour	Within 8 business hours
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- d) Relationship Management Activities;
- e) Services credit methodology in case of a Service Level Breach.
- f) Sample service level reporting.
- g) Remote device monitoring
- h) Automatic alerts for toner and maintenance
- i) Included in rental: full service and support
- j) Support and Maintenance: Full service-level agreement (SLA) to include maintenance, toner supply, and replacement parts during the lease period.
- k) Disposed of all used or replaced toners in an environmentally compliant manner and share provide proof to the Bank for every disposal.

5. PROPOSAL PREPARATION (Proposal Format)

5.1. Technical Proposal

Evaluation of proposals is made easier when proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent responses and to ensure that each proposal receives full consideration:

a) Compliance to printer specifications

Bidder(s) must indicate their offer specification in comparison to the required specification and quantity by filling in the specification schedule Appendix 1. Bidders who do not meet the minimum printer requirements and

specifications as shown in 3 above will be disqualified immediately from the bidding process.

b) Details of Compliance to scope of work requirements

Proponents are requested to indicate in detail that they will fully meet or comply with requirements as detailed under printer specifications and scope of work and terms of reference. The Proponent shall summarize concisely, the general approach to be followed. This description should include notes on: methods, techniques and procedures.

c) Proponent experience-client references

- a) Bidder should provide a list of contactable clients references of companies where similar work has been successfully delivered within the last 5 (five) years. The Bank may use the references provided as a basis for which client sites will be visited. For shortlisted Bidders, the Bank may require assistance to arrange site visits and solution demonstration on request
- b) References list details must include the following: The name of the entity, contact person, designation of contact, contact number, contract value and date.
- c) Bidder **must** include reference letters from at least 2 (two) clients where similar work has been successfully delivered within the last 5 (five) years.

d) Project Team Experience

The Bidder should provide a clear summary of the company's staff complement and detailed experience of the team to be assigned to this project as follows:

- a) The Technical Lead assigned for this project must have a minimum of 5 years of experience implementing the proposed or similar leasing managed printing services.
- b) The technical lead response must include a table with Client, Project Implemented, Project Budget, Project Start and End Dates, Client Contact Details.
- c) The technical resources should be certified in the solution proposed and evidence of valid certification must be provided.
- d) The bidder(s) must provide a resource for this project who have a minimum of 2 years of experience implementing similar solutions.
- e) CV's and valid solution certifications must be provided for the bidder(s) Technical Lead and project resources who will be assigned to this project.
- f) The bidder must have additional resources with similar experience as technical lead to cover when one resource is not available to reduce key man dependency risk and to enable the need for business continuity.

e) Proponent Financial capability

Proponents should demonstrate their financial capability to meet their financial obligations under the assignment by submission of:

Recent financial statements of the bidder duly signed by an Audit Firm or practicing Chartered Accountant for the past three years. The financial

statements should be unqualified and show no financial losses in the most recent financial years.

OR

A credit line letter from an authorized Financial Institution. The credit line letter should indicate a positive credit / loan support.

5.2 FINANCIAL PROPOSAL

- a) The Financial proposals should be prepared in numbers and in words and must be duly signed by the authorized person(s).
- b) Financial proposals should be valid for at least 90 days after the closing date.
- c) Financial Proposals should be expressed in ZAR/LSL. Proposals in other currencies shall not be permitted
- d) Proponent payment terms should be clearly stipulated on the financial proposal.
- e)

5.3 MANDATORY ADMINISTRATIVE REQUIREMENTS AND DOCUMENTS:

The proponents should have the following documents as attachments to their proposals and show the following on their proposals:

Requirement	Supported by:
a) T r a d i n g compliance	Valid copy of the trader's license or company registration certificate issued by each proponent's inland registrar of companies
b) Tax Compliance	Valid copy of the tax clearance certificate or Tax Compliance Certificate issued by each proponent's Inland tax authority. E.g SARS or RSL

c) Letter of Introduction	One-page letter of introduction identifying the proponent (proponent's name and physical address together with contact details; contact person, telephone number and e-mail address) and signed by the person or persons authorized to sign on behalf of, and bind the proponent to statements made in the proposal
d) Financial Capability	Recent financial statements of the bidder duly signed by an Audit Firm or practicing Chartered Accountant for the past three years. The financial statements should be unqualified and show no financial losses in the most recent financial years. OR A credit line letter from an authorized Financial Institution. The credit line letter should indicate a positive credit / loan support.
e) Delivery period	A detailed project plan to be provided by the bidder
f) Validity of proposal	A minimum of 90 days

Proponents should provide actual documents in the manner requested. Provision of a Link or Website referring the Bank to access the documents shall not be accepted.

6. REQUEST FOR PROPOSAL PROCESS

6.1 CONTACT PERSONS

Enquiries arising from this RFP should be directed, in writing, to; E-mail: tenderclarifications@centralbank.org.ls

6.2 CLARIFICATION

Any queries relating to this RFP must be addressed in writing to the relevant person designated in 6.1 above. The closing date for requests of clarifications is 11th September 2025. Responses will be sent to all proponents the next day on the 12th September 2025.

6.3 ELIGIBILITY

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Bank's opinion, give rise to a conflict of interest in connection with this project. Only proposals that comply with all the requirements of this RFP will be considered.

4. DELIVERY OF TECHNICAL AND FINANCIAL PROPOSALS

Both Technical Proposals and Financial Proposal must be submitted electronically and provided as attachments to an email and should be emailed to tenders@centralbank.org.ls. The subject of the email should read **"PROPOSAL FOR LEASED PRINTER SERVICES"**. The proposals shall be attached to the email as PDF attachments or folder or zipped folder only. Links are not allowed.

4.1. Technical Proposal

Technical Proposals shall be in a separate folder with a name "Technical Proposal".

4.2. Financial Proposal

Financial proposals shall be in a separate folder with a name “Financial Proposal” shall be password protected and the password shall be provided when requested after technical evaluation and the proponent qualifies (obtaining a score of 75% and above on technical evaluation) for financial evaluation

5. DEADLINE FOR THE SUBMISSION OF PROPOSALS

Proposals should be received on or before **Friday, 26th September 2025**. The cut off time for receipt of the proposals is 14:30hrs. Proposals submitted after the above-specified date and time shall not be considered.

6. OPENING OF TECHNICAL PROPOSALS

Technical proposals shall be opened on the same day. Bidders’ will be sent the tender register.

7. EVALUATION OF TECHNICAL PROPOSALS

Technical Proposals compliant with the requirements for submissions described above shall be evaluated.

8. EVALUATION OF FINANCIAL PROPOSALS

Proposals that have scored a minimum of 75% under technical evaluation shall be subjected to financial evaluation.

7. EVALUATION CRITERIA

Evaluation of proposals shall be carried out in 2 parts Technical and Financial evaluation. Technical evaluation shall have 3 phases as follows:

- a) Phase 1: Compliance with administrative requirements: Mandatory documents evaluation
- b) Phase 2: Compliance with printer requirements and specifications
- c) Phase 3: Compliance with scope of work requirements

7.1 COMPLIANCE WITH ADMINISTRATIVE REQUIREMENTS

Proponents will receive a Pass/Fail rating on the Mandatory Criteria, depending on the fulfillment of the requirements listed below. Proponents missing any of the requirements below even after the 5 working days grace period to submit them, will not be considered for the next stage of evaluation phase 2.

REQUIREMENT	YES	NO	REMARKS
Valid copy of the trader's license or company registration certificate issued by each proponent's inland registrar of companies			
Valid copy of the tax clearance certificate or Tax Compliance Certificate issued by each proponent's Inland tax authority. E.g SARS or RSL			
Signed letter of introduction			
Recent financial statements of the bidder duly signed by an Audit Firm or practicing Chartered Accountant for the past three years. The financial statements should be unqualified and show no financial losses in the most recent financial years. OR A credit line letter from an authorized Financial Institution. The credit line letter should indicate a positive credit / loan support.			

Information indicated under 8.10			
Health and Safety per bullets 1 to 4			

7.2 COMPLIANCE WITH MINIMUM PRINTER REQUIREMENTS AND SPECIFICATIONS EVALUATION CRITERIA:

Bidders must fully comply with minimum printer requirements to qualify for the next stage of the evaluation under Phase 3. Bidders must fill the specification schedule in Appendix 1 to provide details of their offer in comparison with CBL requirements.

7.3 COMPLIANCE WITH SCOPE OF WORK REQUIREMENTS EVALUATION CRITERIA

Proposals that have qualified under 7.1 and 7.2 will be opened and evaluated on the basis of the following criteria and scored as indicated:

Evaluation Area	
Scope	Marks per Category
Compliance to scope of work requirements	40
Proponent experience-client references	15
Health and Safety	10
Project Team Experience	15
Financial Capability	20
Total	<u>100</u>

To qualify for financial evaluation, the proponents should score a minimum score of 75% under technical evaluation

7.3 FINANCIAL PROPOSAL EVALUATION CRITERIA

Financial proposals will be evaluated following completion of the technical evaluation. Proponents that have scored **75%** and above under technical evaluation their financial proposals shall be evaluated.

Financial proposals will be evaluated based on the predetermined criteria as below. Proponents will receive a Pass/Fail rating depending on the fulfillment of the requirements listed below. Proponents missing any of the requirements below shall be disqualified.

EVALUATION AREA	Yes	NO	REMARKS
Accuracy-100% accuracy			
Compliance- Full compliance to the requirements (taxes, all costs , validity, signed,			
Completeness- Complete financial proposal covering all the requirements			

4. SELECTION FOR AWARD (Quality and Cost based selection)

To determine a proposal for award, a weighted score in the ratio of Technical 80% and Financial 20% shall be used. The top ranked proposal shall be selected.

8. TERMS AND CONDITIONS OF THE RFP

8.1 PROPOSAL VALIDITY & FIRM PRICING

Proposals should be valid for at least 90 days after the closing date and prices are to be fixed for the entire contract period.

8.2 CURRENCY

All responses to this RFP should be expressed in **ZAR/LSL**. Proposals in other currencies shall not be permitted.

3. TAXES

8.3.1 VALUE ADDED TAX (VAT)

Prices quoted are to be:

- a) Inclusive of 15% Value Added Tax for local service providers and
Exclusive of VAT for foreign service provided (where applicable);
and
- b) In accordance to applicable Lesotho Tax laws.

8.3.2 WITHHOLDING TAXES

In effecting payment, the applicable withholding taxes shall apply:
10% for foreign companies and 5% for local companies.

Proponents that include an added amount to their proposed fee as the withholding tax shall be disqualified.

4. OWNERSHIP OF PROPOSALS

All proposals, including supporting documents submitted to the Bank become the property of the Bank.

8.5 CONFIDENTIALITY OF INFORMATION

- a) All proposals submitted by proponents shall be held in strict confidence and will not be revealed to any other party.
- b) All Information pertaining to the Bank obtained by the Proponents as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank.

- c) The successful proponent shall be required to:
- Sign a confidentiality clause.
 - Hand over all the design documentation raised over to CBL

8.6 AMENDMENT OF RFP DOCUMENT

At any time prior to the deadline for submission of responses, CBL, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, may modify the RFP documents by amendment.

All prospective respondents that have received the RFP documents will be notified of the amendment in writing, and such amendment will be binding on them. To allow prospective respondents reasonable time to take any amendments into account in preparing their responses, CBL may at its sole discretion extend the deadline for the submission of responses based on the nature of the amendments.

8.7 COSTS OF RESPONDING

Proponents are solely responsible for their own expenses incurred during the preparation of the proposal and for subsequent negotiations with the Bank including the “pitch” sessions.

No payment will be made for any costs incurred in the preparation or submission neither of proposals nor in the negotiations, preparation and signature of the contract or for any other work prior to the engagement date.

If the Bank rejects all or any proposal, it shall not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in

preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

8.8 BACKGROUND CHECK

The Bank reserves the right to check and verify the background of all or any persons (firms, directors, partners, technical staff, etc.) involved in the Bid and reserves the sole right to determine whether or not to accept or reject any such Bid on any grounds.

8.9 PERFORMANCE BOND

The Bank may require a performance bond of not less than 10% of the bid amount from the preferred proponent before entering into the contract.

8.10 HEALTH AND SAFETY

The Bank adheres to Occupational Health and Safety (OHS) requirements under the Occupational Safety and Health Act No.4 of 2024 and as amended; International Organization for Standardization (ISO) 45001:2018 and other international best practices on OHS. As such, all its service providers must to comply with all applicable Lesotho Legislation on Occupational Health, Safety and Environment including the Bank's OHS policy.

- The service providers must ensure that printers supplied are approved by the **Independent Communications Authority of South Africa (ICASA)** and comply with relevant standard of **International organizational for Standardization (ISO)**.
- Service providers must provide all necessary research-based information for printers and toners indicating health, safety and environmental

information users must be aware of and providing mitigations prevention of exposure to inherent hazards and risks of printers and toners.

- Service provider must have and submit a valid workmen's compensation insurance for their staff who undertake this project.
- Servicer provider must submit approved;
 - I) Health, Safety and Environmental Policy(s)
 - II) Health, Safety and Environmental Plan
 - III) Health, Safety and Environmental Baseline hazard identification and risk assessment (HIRA)
 - IV) Health, Safety and Environmental method statement(s)

8.11 LANGUAGE OF THE PROPOSAL

The proposal shall be written in the English Language. All correspondence and other documents pertaining to the proposal and its implementation shall also be in English.

8.12 JOINT VENTURE

If a bidding firm does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable a full range of expertise to be presented. The joint venture shall be accompanied with full documented details of the proposed association.

In the case of a joint venture or association, all the firms constituting the joint venture or association will be jointly and severally liable and at least one firm, preferably the lead entity in the joint venture or association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume contracting responsibility and liability for satisfactory execution of the assignment.

8.13 WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS

Tenderers may modify or withdraw the tender prior to the submission deadline. The modification or notice of withdrawal shall be effective if it is received by the Bank prior to the Proposal Submission Deadline.

8.14 ACCEPTANCE AND/OR REJECTION OF PROPOSALS

- a) The Bank is not bound to give reasons for declining any or all of the proposals.
- b) The Bank is neither bound to accept any of the proposals nor any financial proposal either it being the highest or the lowest.

9. APPENDICES

9.1 APPENDIX 1 : TECHNICAL SPECIFICATIONS SCHEDULE

NO .	TECHNICAL REQUIREMENTS	BIDDER OFFER	COMPLY/NOT COMPLY (PLEASE STATE)	COM MENT S
1	<p><u>General Specifications</u></p> <ul style="list-style-type: none"> • Model Type: A4 Colour Laser Multifunction Printer • Functions: Print, Copy, Scan, Fax • Warm-up Time: Approx. 21 seconds • First Output Speed: <ul style="list-style-type: none"> ○ B/W: 6.2 seconds ○ Colour: 7.4 seconds • Print Speed: <ul style="list-style-type: none"> ○ Up to 43 pages per minute (ppm) for both B/W and Colour • Control Panel: <ul style="list-style-type: none"> ○ 10.1-inch Smart Operation Panel (touchscreen, Android-based UI) • Processor: <ul style="list-style-type: none"> ○ Intel® ApolloLake E3930 1.3GHz Dual Core • Memory: <ul style="list-style-type: none"> ○ Standard: 2 GB RAM ○ Storage: 320 GB HDD 			

2.	<u>Paper Handling</u> <ul style="list-style-type: none"> • Paper Input Capacity: <ul style="list-style-type: none"> ○ Standard: 500-sheet paper tray + 100-sheet bypass tray ○ Maximum: 2,300 sheets (with optional trays) • Paper Output Capacity: <ul style="list-style-type: none"> ○ 500 sheets • Paper Size: <ul style="list-style-type: none"> ○ A6 – A4 ○ Custom sizes from 90 x 148 mm to 216 x 356 mm • Paper Weight: <ul style="list-style-type: none"> ○ Tray: 52 – 256 g/m² ○ Bypass Tray: 52 – 256 g/m² 			
3.	<u>Printing Specifications</u> <ul style="list-style-type: none"> • Print Resolution: <ul style="list-style-type: none"> ○ 1,200 x 1,200 dpi (high-resolution output) • Printer Languages: <ul style="list-style-type: none"> ○ PCL5c, PCL6, PostScript 3 (emulation), PDF Direct Print • Mobile & Cloud Printing Support: <ul style="list-style-type: none"> ○ AirPrint, Mopria, Google Cloud Print, Ricoh Smart Device Connector • Operating Systems Supported: <ul style="list-style-type: none"> ○ Windows, Mac OS, Linux, Unix 			
4.	<u>Copying Specifications</u> <ul style="list-style-type: none"> • Copy Speed: Same as print speed (up to 43 ppm) • Multiple Copies: Up to 999 • Zoom: 25% – 400% (in 1% steps) • Resolution: 600 dpi 			

5.	<u>Scanning Specifications</u> <ul style="list-style-type: none"> • Scanner Type: Color scanner • Scan Speed: <ul style="list-style-type: none"> ◦ Up to 80 ipm (images per minute) duplex scanning • Scan Resolution: <ul style="list-style-type: none"> ◦ Up to 600 dpi • Scan To: <ul style="list-style-type: none"> ◦ Email, Folder (SMB/FTP), USB, SD card, URL, Cloud services 			
6.	<u>Connectivity</u> <ul style="list-style-type: none"> • Network Interface: <ul style="list-style-type: none"> ◦ Standard: Ethernet (10Base-T/100Base-TX/1000Base-T), USB 2.0, USB Host ◦ Optional: Wi-Fi, Bluetooth • Protocols Supported: <ul style="list-style-type: none"> ◦ TCP/IP (IPv4, IPv6), SNMP, SMB, SMTP, FTP, WSD, IPP 			
7.	<u>Security Features</u> <ul style="list-style-type: none"> • User authentication (PIN, card) • Data Encryption • HDD overwrites • Locked print • Secure PDF 			

9.2 Appendix 2: Pricing Schedule

Bidder(s) are required to submit a proposal for all services outlined in the Scope of work. The costs for the Bidder's proposal should be submitted in a separate document in line with the Scope of Work identified. It is the responsibility of the Bidder(s) to ensure the accuracy of the pricing provided as part of the response.

THE FOLLOWING FORMAT OF PRICING SHOULD BE FOLLOWED, AND DETAILS OF EACH COST SHOULD BE STATED CLEARLY:

ITEM DESCRIPTION	TOTAL PER MONTH	TOTAL FEE PER YEAR
ONCE OFF FEES		
PROFESSIONAL FEES FOR IMPLEMENTATION		
RECURRING FEES		
YEAR 1 RENTAL FEE FOR 13 PRINTERS (FEE MUST INCLUDE SOFTWARE COSTS AND UPDATES)		
YEAR 2 RENTAL FEE FOR 13 PRINTERS (FEE MUST INCLUDE SOFTWARE COSTS AND UPDATES)		
YEAR 2 RENTAL FEE FOR 13 PRINTERS (FEE MUST INCLUDE SOFTWARE COSTS AND UPDATES)		

ITEM DESCRIPTION	UNIT PRICE YEAR 1	UNIT PRICE YEAR 2	UNIT PRICE YEAR3
FEES PER SERVICE			
PRINTING COSTS			

CONSUMABLES COSTS			

Thus done and signed at _____ on _____

Name of signatory

Signature

