



STRICTLY CONFIDENTIAL

QUESTIONS AND ANSWERS – QUERY 1

LEASING OF MULTIFUNCTIONAL PRINTERS TO ECDC FOR A PERIOD OF 36 MONTHS

Item No.	Questions	Answers
1.	Kindly advise print volumes, mono and colour. Can this be split between machines and A3/A4	Service Provider to find attached to this communique Addendum 1 which composes of Detailed Click Charges Breakdown
2.	The Monthly Rental fees must include all necessary cost including standard warranty, consumables, maintenance and servicing of equipment. There is a price for the “follow me printing” software, where must I put that pricing?	The “follow me printing” must be included in the Monthly Rental pricing.
3.	The Machine speed per copy must offer the minimum specification as required in the scope of works and technical requirements but can have a variance of up to 10% variation above the minimum specification for e.g. where 60ppm is requested a 65ppm can be proposed. You are requesting a speed of <u>36</u> pages per minute on the one machine. Will you disqualify us if I quote on a <u>35</u> page per minute machine?	The Service Provider’s Machine speed per copy <u>must offer the minimum specification or higher</u> as required in the scope of works and technical requirements.
4.	You are requesting the cost per copy price plus full amounts for the volumes.	Service Provider to find attached to this communique Addendum 1 which composes of Detailed Click Charges Breakdown



	<p>On the colour machines we are quoting on, there are different cost per copies, how will I be able to know what the volumes for the different machines are to determine the pricing? i.e. 35 page per minute and 65 page per minute machines are not the same pricing. Could you please specify the average volume the 65 page per minute machine currently does.</p>	
5.	<p>Is the monthly volumes for the total fleet per month. 25000 colour and 65000 mono? Or per device? If this is total monthly why does ECDC need such high-speed devices? Or does ECDC print mainly at certain times of the month?</p>	<p>There are many users printing large documents at a time, that's why we need the high speed printers.</p>
6.	<p>Staple finishing. What type of stapling? Corner/booklet/multi staples on the side?</p>	<p>ECDC requires the all the staple mentioned. Corner, booklet, multi staples on the side.</p>
7.	<p>To confirm, the extended due date for this bid is 22 May 2020</p>	<p>This is to confirm that the new closing date is 22 May 2020 Time:12h00</p>



ADDENDUM No. 1

BID NUMBER : **ECDC/ELN/206/032020**

BID SUBJECT : **LEASING OF MULTIFUNCTIONAL PRINTERS TO ECDC FOR A PERIOD OF 36 MONTHS**

1. Bidder to Replace Mandatory Tender Returnables with the one below

Multifunction Click Charge Details

<i>Description</i>	<i>Average A4 monthly Volumes</i>	<i>Average A3 monthly Volumes</i>	<i>Service Escalation</i>	<i>Cost per A4 images (Vat Excl)</i>	<i>Cost per A3 images (Vat Excl)</i>	<i>Estimated Monthly Costs</i>	<i>Estimated Annual costs</i>
28 PPM Monochrome Year 1	2600	10	Base cost per copy				
28 PPM Monochrome Year 2	2600	10	Escalation % =				
28 PPM Monochrome Year 3	2600	10	Escalation % =				
36 PPM Monochrome Year 1	23400	60	Base cost per copy				



36 PPM Monochrome Year 2	23400	60	Escalation % =				
36 PPM Monochrome Year 3	23400	60	Escalation % =				
36 PPM Colour Year 1	9300	30	Base cost per copy				
36 PPM Colour Year 2	9300	30	Escalation % =				
36 PPM Colour Year 3	9300	30	Escalation % =				
45 PPM Monochrome Year 1	27300	70	Base cost per copy				
45 PPM Monochrome Year 2	27300	70	Escalation % =				
45 PPM Monochrome Year 3	27300	70	Escalation % =				
45 PPM Colour Year 1	10850	35	Base cost per copy				
45 PPM Colour Year 2	10850	35	Escalation % =				
45 PPM Colour Year 3	10850	35	Escalation % =				



55 PPM Monochrome Year 1	3900	10	Base cost per copy				
55 PPM Monochrome Year 2	3900	10	Escalation % =				
55 PPM Monochrome Year 3	3900	10	Escalation % =				
55 PPM Colour Year 1	1750	5	Base cost per copy				
55 PPM Colour Year 2	1750	5	Escalation % =				
55 PPM Colour Year 3	1750	5	Escalation % =				
65 PPM Monochrome Year 1	7800	20	Base cost per copy				
65 PPM Monochrome Year 2	7800	20	Escalation % =				
65 PPM Monochrome Year 3	7800	20	Escalation % =				
65 PPM Colour Year 1	3100	10	Base cost per copy				
65 PPM Colour Year 2	3100	10	Escalation % =				



65 PPM Colour Year 3	3100	10	Escalation % =				
Total Estimated Click charges (Vat excl)							

NOTES:

- The Estimated Monthly Costs must be the cost per A4 page * A4 volumes + cost per A3 page *A3 volumes.
For example if an A4 page costs R1 and an A3 page costs R2, and there are 10 A4 pages and 5 A3 pages a month the estimated monthly cost would be:
 $(R1 * 10) + (R2 * 5) = R10 + R10 = R20$
- The cost per image/ page must be inclusive of all consumables (excluding paper) and all services required to keep the machines operational as called for in this tender.
- The volumes indicated above are estimates based on our current average monthly usage.
- The volumes can increase or decrease depending on the business needs.
- Evaluation of this bid will be based on the Estimated amounts. Invoice will be based on the actual amount of number of clicks



Description	Average monthly Volumes	Service Escalation	Cost per A4 images (Vat Excl)	Estimated Monthly Costs	Estimated Annual Costs
Monochrome Year 1	65000	Base cost per copy			
Monochrome Year 2	65000	Escalation % =			
Monochrome Year 3	65000	Escalation % =			
Colour Year 1	25000	Base cost per copy			
Colour Year 2	25000	Escalation % =			
Colour Year 3	25000	Escalation % =			
Total Estimated Click charges (VAT excl)					
VAT					
Total Estimated Click Charges (VAT Inclusive)					

Acknowledgement and Acceptance by Bidder			
Name:		Bidder:	
Signature:		Date:	

