

SCHOOLS PROCUREMENT

SCHOOL COUNCIL REQUEST FOR QUOTATION
AUGUST 2018



Tender for supply and installation of 14 photocopiers at The Grange P-12 College

Reference Number: 2018-14

Submission Details: Closing Time: 4.30PM, Friday 24st August 2018 AEST/AEDT
Place of Lodgement: Via E-mail to Boris@thegrange.vic.edu.au
Receiving Staff Member: Boris Grujic, IT Manager
Additional Details: Quotation & other relevant documents to be within a ZIP file attached to e-mail. Name Format:
"CompanyName_TGP12Tender.zip"

CONDITIONS

1. RFT/RFQ Presentations

The Grange P-12 College ("the School") does not warrant the accuracy of the content of the RFT/RFQ. The School will not be liable for any omission from the RFT/RFQ.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT/RFQ (or information relevant to this RFT/RFQ) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this RFT/RFQ and any other information in connection with the RFT/RFQ must keep the contents of the RFT/RFQ and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this RFT/RFQ.

3. Tender/Tender/Quotation Documents

All responses to the RFT/RFQ and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this RFT/RFQ, an Invitee licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

4. Enquiries

Enquiries concerning the RFT/RFQ must be made to the following person:

Name: Boris Grujic
Title: IT Manager
E-mail: Boris@thegrange.vic.edu.au

All enquiries concerning the RFT/RFQ must be in writing and can only be made up to **three (3) days** prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all potential Invitees to the RFT/RFQ.

5. Late Tenders/Quotations

If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the RFT/RFQ process and may be ineligible for consideration unless:

- The invitee can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the Tender/Quotation to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the market approach.

The determination of the School as to the actual time that the Invitee's response is lodged is final. All Tenders/Quotations lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender/Quotation was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders/Quotations

If a Tender/Quotation does not include all the information in the format required by the RFT/RFQ or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of Tender/Quotation

A tender/quotation will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

8. Unauthorised Communication and Improper Assistance

Invitees are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Invitees are required to meet or exceed the government's supplier code of conduct - <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of a RFT/RFQ submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender/Quotation or all Tenders/Quotations. The School will not necessarily accept the lowest priced tender nor any other tender. The School further reserves the right to:

- a) reject all Tenders/Quotations without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender/Quotation at the price or prices quoted unless the Tender/Quotation states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender/Quotation

10. Preferred Supplier

Selection as a preferred supplier does not give rise to a contract (express or implied) between the preferred supplier and the School for the supply of Goods and/or Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding contract is executed by both parties.

Tender DETAILS

1. Background

The Grange P-12 College utilizes technology every day to achieve the highest level of learning possible for our students; as part of this, staff & students require printing for a wide variety of tasks, print quality, reliability and service are critical. Circumstances require some specialized printing of booklets or information to be sent home, currently some of this work is printed externally and we would like to bring it back in house to improve quality, colour consistency and to reduce printing costs.

2. Scope

The Grange P-12 College requires the supply and installation of 14 multifunction colour photocopiers. The supplier will also need to uninstall and return the existing 14 photocopiers to the current supplier. It is strongly preferred that this work takes place during the school Holidays between the dates of 24th September and 28th September 2018 to minimize disruption to students and classes.

3. Statement of Requirements

The Grange P-12 College is a multi-campus school located in the western suburbs of Melbourne. The Grange currently utilizes a fleet of 14 photocopiers between both campuses. The photocopiers were previously under a 5 year operating lease/rental which has expired in June 2018.

Based on current requirements which are suitable to the schools printing & copying needs; The Grange P-12 College estimates the total cost of this project to be at least \$150,000. The supply and installation of the fourteen new photocopiers has been included in the school's annual budget.

Supplier responses:

- All responses are to be in the format of this document and should respond directly to the following requested requirements and pricing details.

The successful supplier will need to provide the following:

- Supply and install fourteen multifunction photocopiers.
- Uninstall and return fourteen existing photocopiers to current supplier.

The photocopiers will need to meet the following requirements:

- 1x Colour MFD 70ipm plus Fiery RIP with HEF, Booklet + Square Fold Trim Finishing
- 1x Colour MFD 70ipm plus Fiery RIP with HEF, Booklet Finishing
- 1x Colour MFD 60ipm plus Fiery RIP with Stapler Finishing
- 4x Colour MFD's 55-65ipm with Stapler finishers (2 with booklet finishers)
- 7x Colour MFD's 25-35ipm with Stapler finishers (2 with fax kits)
- The photocopiers must come with a product warranty for their proposed lifecycle
- The photocopiers must come with a support agreement with minimum next business day SLA or better

Other requirements include:

- All people involved in the onsite installation must hold and provide evidence of a working with children check.
- Suppliers are also asked to detail any ongoing maintenance or repairs for the photocopiers that may be included in the quote.

4. Important Dates

Date	Action
24/08/2018	Tender closing date
31/08/2018	Preferred supplier notified
24/09/2018 – 28/09/2018	Preferred dates for installation

5. Relationship Management

Contract Manager:

Boris Grujic, IT Manager, The Grange P-12 College

Boris@thegrange.vic.edu.au

(03) 9974 5315

6. Reporting requirements

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the School Project Manager within twenty-four (24) hours of the matter being known to the Contractor.

7. Insurance

Pursuant to the attached terms and conditions, insurance provisions shall include:

Insurance	Minimum Amount	Comply Yes / No
Public Liability	\$10,000,000	
Professional Indemnity	\$10,000,000	
Product Liability	\$10,000,000	

8. Key Performance Indicators (KPIs)

Photocopiers

KPI	Performance Target	Comply Yes / No
Installation on time	Installation is to be completed during the aforementioned school holiday period.	
Installation in full	All 14 photocopiers are to be supplied, installed and fully operational by 28 th September 2018.	
Customer Service	99% of operational issues are resolved within 24 hours of notification	
Service Response	Average on-site service response times must be with-in 4 hours	
Service Help Desk	Supplier must have a 24/7 manned customer support / help centre available to support any service issues	
Software	All 14 photocopiers must work with embedded PaperCut MF	

Integration	Papercut must work seamlessly with both Mac and PC on all photocopiers including those with Fiery print servers.	
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9. Minimum Specification Requirements for new *Photocopiers*

The 3 main photocopiers:

- 1x Colour MFD 70ipm plus Fiery RIP with HEF, Booklet + Square Fold Trim Finishing
- 1x Colour MFD 70ipm plus Fiery RIP with HEF, Booklet Finishing
- 1x Colour MFD 60ipm plus Fiery RIP with Stapler (50 sheet) Finishing

Feature	Minimum Specification	Comply Yes / No
Print resolution	2400 x 2400dpi	
Colour consistency	Licensed Pantone matching – Fogra certified for matching offset colour presses	
Adobe	True Adobe Postscript 3 certification	
Print server	Fiery RIP with Command Workstation	
“Office” drivers	Separate “office’ PCL and Postscript drivers	
Standard paper trays / capacity	5 / 3,250 sheets	
Paper size / gsm	A5 – SRA3 up to 300gsm	
Duplex automatic Scanner speed	100 sheets per minute mono and colour	
Stapler finisher	100 sheet stapling capacity – 2/4 hole punch – Inserter	
Booklet finisher	20 sheets – A4 to A5 + A3 to A4 + SRA3 TO SRA4	
Square fold trim	Square fold spine, lead edge trim	

The other 11 photocopiers:

- 4x Colour MFD’s 55-65ipm with Stapler finishers (2 with booklet finishers)
- 7x Colour MFD’s 25-35ipm with Stapler finishers (2 with fax kits)
- All units must have advanced scanning high compression/searchable PDF & OCR

Feature	Minimum Specification	Comply Yes / No
Print resolution	2400 x 1200dpi	
Standard paper trays / capacity	5 / 2,090 sheets	
Paper size / gsm	A5 – SRA3 up to 300gsm	
Duplex automatic Scanner speed	80 sheets per minute mono and colour	

Stapler finisher	50 sheet stapling capacity	
Booklet finisher	16 sheets – A4 to A5 + A3 to A4 – 2/4 hole punch	

10. Pricing

Provide details of your pricing for the specifications, using the format set out in the tables below.

Goods				
Item no.	Description	Rate (excl. GST)	GST	Total
	Outright purchase price for entire solution	\$00,000		
	60 month lease/rental Option for entire solution Per Month	\$00,000		
	Any other Costs?			

Service				
Item no.	Service Cost per Impression including Toner	Rate (excl. GST)	GST	Total
	Colour	\$0.000		
	Mono	\$0.000		
	Any other Service Costs?	\$000		
	PaperCut ongoing Service & Maint. – Per Month	\$000		

Other expenses, including disbursement and reimbursements				
Item	Description of expense	Rate (excl. GST)	GST	Total

11. Description of your proposed product solution including model numbers, configurations including accessories, etc.

Model Number	Brief Description and Configuration including Accessories	Units
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
		14

12. Submission

The submission process and timelines are set out in the 'Submission Details' section on the first page of this document.

13. Selection Criteria

The selection criteria for this project are:

Criteria Category	Detailed Criteria	Weighting (out of 5)
Criteria 1 – Compliance with specifications	1x Colour MFD 70ipm plus Fiery RIP with Booklet + Square Fold Trim Finishing	
	1x Colour MFD 70ipm plus Fiery RIP with Booklet Finishing	
	1x Colour MFD 60ipm plus Fiery RIP with Stapler (50 sheet) Finishing	
	Length of product warranties	
Criteria 2 – Compliance with RFT/RFQ Conditions	Proposed model aligns to required school standards	
Criteria 3 – Positive reputational practices	References are provided	
Criteria 4 - Capability/Resourcing	Installation can be completed during school Holidays	
	Installers have working with childrens check	
Criteria 5 - Compliance with KPI	As detailed in point #8	
Criteria 6 – Pricing & Value	Supplier will offer most competitive price possible	

INVITEE RESPONSE

Reference Number:

RFT/RFQ Title:

Supplier Details

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise: Small: Medium: Large:

Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 999 full time equivalent employees. Under 200 full time equivalent employees is defined as Small, 200-999 full time equivalent employees is defined as Medium and 1,000 plus full time equivalent employees is defined as Large.

Contact Details

Contact Person:

Role:

Telephone:

Mobile:

Email:

I/We offer to supply the goods and/or services specified in this RFT/RFQ; at the fees/charges specified; within the agreed period; under the terms and conditions included and any special conditions as may be specified.

Signature:

Name:

Date:

Invitee Response to Request for Quote

The Quote should include:

- a) An overview of how you will meet the specification requirements
- b) Details of your knowledge and previous experience relevant to the required procurement
- c) Detail of your business's resources and systems to support the delivery of the required procurement. Include names and qualifications of staff; be specific about their role in the delivery of the procurement
- d) Details of any value adding factors, such as innovation
- e) Responses to the selection criteria
- f) Pricing Schedule
- g) Any proposed departure(s) from contract terms and conditions
- h) Declaration of any conflict of interest (potential or real) and how this may be managed
- i) Detail your financial capability to deliver the goods or services
- j) Details of your professional insurances held
- k) Any other relevant information