

Updated Questions received on 12/09/2023

TENDER SPECIFICATIONS
procedure n° 2023_10
PRINTING AND SCANNING SOLUTIONS

Subject: *Printers need to be compatible with the Papercut Printing management system and have to possibility to run the Papercut Client on their internal system.*

Question 1. Do we need to include the Papercut licences and maintenance in the monthly fee for the duration of the specific contracts?

Answer 1 : Yes.

Answer 1.2. The offer model in Excel has been updated, in which the unit price for each machine can be detailed on a monthly basis. Therefore, each bidder must break down the prices based on the renting of each machine, the Papercut software, the price per click in white, black and colour, etc. In this case, please, notice that the weight of point is changed.

Subject: *All printers should be fully compatible with the latest available version of Papercut, including Follow-Me system for job releasing, Badge to user ID identification, Scan to ONEDRIVE or Office 365 environment and Scan to Email.*

Question 2 Must the device be equipped with a badge reader?

Answer 2. Yes. The badge reader must be able to read **RFID mifare** badges

Subject: *1.8. Duration of the contract: The contract or purchase order resulting from the award of this procurement will be concluded for **twenty-four (24) months, tacitly renewable two (2) times for periods of twelve (12) months**, i.e. forty-eight (48) months maximum, unless one of the parties receives formal notification to the contrary at least three months before the end of the current duration.*

Question 3. Can you confirm that the framework contract will be concluded for twenty-four (24) months, tacitly renewable two (2) times for periods of twelve (12) months, i.e. forty-eight (48) months maximum and that each specific contract concluded under the framework contract has a duration of 60 months ?

Answer 3 : The period of execution is 24 months of basic period + 12 months of renewal+ 12 months of renewal = MAXIMUM TOTAL of 48 months, including all renewals.

After the award decision and the signature of the contract, the authority contracting will be able to open to negotiate an adjustment of the basic execution period only with the first ranked tenderer. Which may be up to a maximum of 36 months as a basic period, but in this case, only a possible renewal of an additional 12 months may be maintained. In this case, the clause of the contract 1.5.2. Price revision index, will be adjust as below:

*"The prices are firm and not subject to revision during the **first two years of the FWC**."*

*At the beginning of the **third and every following year of the FWC**, each price may be revised upwards or downwards at the request of one of the parties."*

Therefore, the maximum period of the contract can only be 48 months in total (Including all renewals).

For that: The bidders must offer scenario A for 2 years and scenario B for 3 years.(despite the evaluation committee, it will only assign scores for scenario A, since it is the base scenario

Subject: *1.6. Nature of the contract: how will the contract be implemented? The framework contract will be concluded with one contractor. Specific contracts shall be awarded on the basis of the terms laid down in the framework contract, refined or, in duly justified circumstances, supplemented to reflect the particular circumstances of the specific contract. The details are set out in Article I.4.3 of the Draft contract.*

Question 4. Can you provide us a copy of the Draft contract?

Answer 4 : It is published in the website, to be download: " 04. Draft FWC_services_ 2023_10.doc"

<https://www.esmol.be/en/procurements/2023-08-18/printing-and-scanning-solutions>

Subject: *List of annexes: The following documents are attached to this specifications and form an integral part of this specification . Annex 3: Technical offer. Annex 5: Form bank account*



Question 5. Annexes 3 and 5 are not attached.: Can you provide us a copy of those annexes or are these annexes non-applicable?

Answer 5 : The Annex 3 Technical offer, is a free document that your company could submit, for describing the functionalities of the machines. But also, you can describe some information in the Annex _3_ Financial Offer (Excel file)

For the Annex 5:Form Bank account is now published in the website, to be download:
<https://www.esmol.be/en/procurements/2023-08-18/printing-and-scanning-solutions>

*Please, notice that according with question number 7 on the dpi resolution, the offer model has been simplified. Therefore, it is requested that the new model be used for its presentation.

Subject: 1.4.2. Technical description

A) Small Multifunctional Black/White and Colour A4. Volume copies per month : 580.000

B) Intermediate Multifunctional A4/ A3 Black/White and Colour. Volume copies per month : 1.750.000

C) High Multifunctional A4 / A3 Black/White and Colour. Volume copies per month : 100.000

Question 6. We think that the monthly volume for A), B) and C) are disproportional regarding the devices. Can you please check and adapt?

Answer 6: The information in the specification documents is referring the maximum capacity the device can produce. It is not the current consumption.

The volume of clicks per years is:



Fysieke printer gebruik - overzicht
 1-sep-2022 tot 1-sep-2023.

Printer Type/Model	Total Number of Pages Printed	Assignments
RICOH MP C306Z	29	12
RICOH MP C306Z	15.964	2.967
RICOH MP C306Z	4	2
RICOH MP C306Z	3.800	487
RICOH MP C306Z	9.625	1.812
RICOH MP C3004	24.160	4.151
RICOH MP C306Z	8.198	1.610
RICOH MP C306Z	5.155	1.295
RICOH MP C306Z	23.126	2.700
RICOH MP C306Z	4.677	1.754
RICOH MP C3004	26.438	4.875
RICOH MP C306Z	316	112
RICOH MP C306Z	3.727	1.608
RICOH MP C306Z	3.327	458
RICOH MP C3004	28.790	1.115
RICOH SP C252DN	1.017	62
RICOH SP C252DN	383	81
RICOH MP C8003	255.614	2.675
RICOH MP C8003	354.893	19.815
RICOH MP C8003	191.216	14.888
RICOH MP C4503	31.540	10.356
RICOH MP C8003	173.821	3.915
RICOH MP C8003	259.748	19.894
RICOH MP C307	16.051	1.969

Subject: 1.4.2. Technical description, A), B) & C)

Resolution (for printing, copying and scanning)

Question 7. There is not one resolution possible for printing, copying and scanning. Can you please indicate the resolution for each of them?

Answer 7 :

A:Minimum required: Printing1200x1200 dpi, copying: 600 dpi, Scanning between 100-600 dpi (and no more)

B: Minimum required: Printing1200x1200 dpi, copying: 600 dpi, Scanning between 100-600 dpi (and no more)

C: Minimum required: Printing1200x4800 dpi, copying: 600 dpi, Scanning between 100-600 dpi (and no more)



Copy 600 dpi max

Subject: 1.4.2. Technical description

C) High Multifunctional A4/A3 B/W and colour, Pages per minute A3

Question 8. The document '02. Tender-specifications_2023_10' on page 5 mentioned 30 pages per minute A3. In 'Annex_3_Financial_Offer' is mentioned 60 pages per minute A3. Can you confirm that the technical requirement of 30 pages per minute A3 is correct?

Answer 8 : The correct is minimum 60 pages per minute in A3 in color. Now it is corrected in the excel file Annex 3 "Financial offer"

Subject: Annex_3_Financial_Offer

Indicate if it is a freestanding equipment (high/low cabinet resting on the floor and/or equipped with casters).	
Sorting	Yes or Not
Hole Punching	Yes or Not
Stapling	Yes or Not

Question 9. What do you mean by this question?

Answer 9 : We recognize that the phrasing of the question could be confusing. It has already been modified in the Annex. The technical proposition must indicate if the machine includes this possibilities (sorting, hole punching, or stapling). You must indicate yes or not.

Subject: C.1.3. Minimum time Delivery for Installation during the transition (in days). Maximum 60 days.

Annex_3_Financial: Maximum time to deliver the installation during the transition (In days) 30 days

Question 10. Can you confirm that 60 days is the maximum time to deliver?

Answer 10 : The maximum time to deliver the installation during the transition (in days) is 60 days as a maximum, from the day of signature of the contract. With more than 60 days, the offer will be rejected. If your offer is equal or less time than 60 days, the points will be shared arithmetically with the mathematical formula between all tenderers.
