



REQUEST FOR PROPOSAL

FOR

FOR LEASE OF MULTI-FUNCTION DEVICES AND

PRINT MANAGEMENT SOLUTION

2 Peng Nguan Street, SPD Ability Centre, Singapore 168955

Request for Proposal (RFP) for Lease of Multifunction Devices and Print Management

SPD (Formally known as The Society for the Physically Disabled) requests for Proposals for lease of multifunction copier/scanner/printer and managed print services at the SPD Ability Centre, 2 Peng Nguan Street, Singapore 168955.

A. GENERAL INFORMATION

Proposers are to take note of the Terms of the RFP which will form part of the Terms of the Contract.

1. The RFP documents can be downloaded from SPD's website, www.spd.org.sg/rfp, from 26 May 2016 onwards.
2. If you have any query, please email to admin_cs@spd.org.sg and we will respond to all queries as soon as we can.
3. The completed proposal documents duly filled in must be signed by the proposers on all pages along with all supporting documents as indicated in **Form A**. The documents shall be submitted by hand and deposited into the Proposal Box at Level 1 Reception Counter of SPD, 2 Peng Nguan Street, SPD Ability Centre, Singapore 168955.
4. The deadline of the submission is 15 June 2016, 5 pm. Late submissions will not be considered.
5. All forms must be legible and completed with company stamps.
6. Any errors must not be erased but shall be neatly cancelled, corrected and initialed by the proposers. Otherwise the proposal shall not be considered. Any proposal form not properly filled or completed shall also be rejected.
7. Only one response per company/business will be accepted.
8. No amendment to the RFP will be accepted after submission, unless and until SPD requests for the amendment/revision.
9. Any attempt by proposer to influence/canvass directly or indirectly the SPD officer-in-charge shall lead to disqualification of the proposal.
10. Words importing the singular shall, where applicable include the plural and vice versa, and works importing the masculine gender, where applicable, include the feminine gender.
11. A letter will be sent to the address stated in the proposal form by end July 2016 to inform proposers of the results. The letter shall be deemed to have reached the proposer two working days after the letter is posted.

B1. SPECIFICATIONS OF MULTI-FUNCTION DEVICES

1. All recommendation specifications requirement shall be fulfilled based on **Annex A**.
2. Maintenance warranty shall cover:
 - a. Whole duration of the contract;
 - b. Parts, drums, developers, labour cost and other consumables except paper;
 - c. Free-Flow of Toners
 - d. Up to 3 Hours Service Response Time
3. Awarded vendor needs to buy over the total termination cost of up to SGD 60,000.00.
4. The vendor shall propose as per Proposal for Form Submission 4-4.

B2. SPECIFICATIONS OF PRINT MANAGEMENT SOLUTION

1. The software should be developed in-house by manufacturer.
2. The software should allow authentication through PIN number.
3. The software should allow collation of transactions and internal job log from Web.
4. The software should have a web interface for central management.
5. The software should provide details reporting from division to department to individual usage. Report should include the following:
 - a. No. of page print
 - b. No. of colour print
 - c. No. of fax
6. The software should have Active Directory integration capability.
7. The software should allow centralised management of the Machine's address book contents.

C. TERM OF CONTRACT

1. SPD does not bind itself to accept the lowest or any offer.
2. SPD reserves the right to accept the offer in whole or in part, the right to reject any or all proposals without assigning any reasons and the right to negotiate with any proposers on the terms of the offer.
3. SPD shall make payment to the appointed vendor 30 days after satisfactory completion of the works and upon receipt of an invoice with supporting documents such as a delivery order.
4. The vendor shall be responsible for all project initiation, requirement analysis, sizing, planning, installation, configuration, implementation, user acceptance testing, live system commissioning, documentation and required works to the satisfaction of SPD.
5. The vendor shall carry out the required works in accordance to the agreed time schedule, failing which SPD reserves the right to recover appropriate compensation from the vendor.
6. The vendor shall always ensure that the works are carried out in a professional and reasonable manner by deploying workers who have the required skills and are able to exercise care and diligence that may reasonably be expected of a person experienced in carrying out the required works.
7. The vendor shall be solely responsible for the credentials/acts of his workers. Any indecent behavior/unauthorised activities of the workers employed shall be viewed seriously and an appropriate penalty shall be levied on the vendor, where justified.
8. No additional payment shall be made if the vendor employs more workers at the site for completing the required works or if the committed work force is not able to perform the works satisfactorily as required by the contract terms.
9. The vendor shall also comply with the provisions of all labour and other legislations and make timely payment to his workers and to the various statutory authorities.
10. The vendor shall keep SPD or its agents indemnified against claims, actions or proceedings brought or instituted against SPD or its agents by any of vendors' workers or third party in connection with or relating to or arising out of the works being carried out under the contract.
11. The vendor shall be responsible and liable for any accidents and any hazards to the workers carrying out the works that result in compensation being made to the workers.
12. The vendor shall not transfer or sublet the works to any other party without a written permission to do so from SPD.
13. If the vendor refuses or is unable to carry out the works, partially or whole, for whatever reasons, SPD reserves the right to get the work done by other agencies and the costs will be deducted from the vendor's pending invoices. If the pending invoices are unable to fully offset such costs, SPD shall take the necessary action to recover the balance.
14. The vendor shall co-ordinate with other vendors engaged by SPD from time to time, to enable the satisfactory completion of the required works.

Proposal Form Submission: 1 - 4

PROPOSAL LETTER

STRICTLY CONFIDENTIAL

Date:

Ms Tay Soong Kiang
Director, Corporate Services
SPD
2 Peng Nguan Street
SPD Ability Centre
Singapore 168955

Dear Ms Tay,

PROPOSAL FOR LEASE OF MULTI-FUNCTION DEVICES AND PRINT MANAGEMENT

Having examined the request for proposal documents; we hereby offer to take up the subject work and submit herewith the proposal documents duly completed and signed by us on each page in token of our acceptance of the requirements as stated in the documents.

In the event of our proposal being accepted, we agree to enter into and execute the necessary contract agreement required by SPD. We agree to carry out the required works with utmost diligence.

Thank you.

Yours sincerely,

Name of Representative:

Designation:

Organisation Name:

Signature and Stamp:

Proposal Form Submission: 2 - 4

PROPOSAL DOCUMENT – FORM A

STRICTLY CONFIDENTIAL

Name of Representative:	NRIC No.:	
Name of Organisation:		
Entity Type: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Others (<i>please specify here</i>)		
Registered Business Address:		
Unique Entity Number (UEN):	Date of Registration: (dd/mm/yy)	
Email Address:		
Contact No: (Office)	(HP)	(Office Fax)

IMPORTANT NOTE:

The proposer must submit the following:

1. SOLE-PROPRIETOR

Please attach an up-to-date true copy of the instant information computer printout from Accounting and Corporate Regulatory Authority (ACRA) or any regulatory authority acceptable to SPD.

2. PARTNERSHIP

Please attach

- i. an up-to-date true copy of the instant information computer printout from ACRA or any regulatory authority acceptable to SPD,
- ii. Form D under ACRA if there are recent changes in the partnership.

3. REGISTERED COMPANIES

Please attach an up-to-date (not more than 6 months old) certified true copy of the instant information computer printout from ACRA showing list of existing shareholders with individual paid-up capital.

4. APPLICABLE TO ALL PROPOSERS

- i. Proposers to submit track record of operational experience in a similar capacity and contact details of existing customers.
- ii. A latest copy of financial statements which have been preferably certified by a public accountant in Singapore shall also be submitted.

Name of Representative:

Designation:

Signature and Organisation Stamp:

Proposal Form Submission: 3 - 4

Free Text Format

Name of Representative:

Designation:

Organisation Name:

Signature and Stamp:

Proposal Form Submission: 4 - 4

Recommended Specifications Requirements																													
Location	Status	Type	Estimated Monthly Volume	Print	Copy	Scan to Email	Fax	Print/ Copy Speed (Min.)	Scan Speed (Min.)	A4 Tray	A3 Tray	Bypass Tray	Paper Tray Capacity of 2000 sheets	Hard Disk Drive Capacity (Min. 160GB)	Memory (Min. 4GB)	Printing Resolution	PCL 5/6 printing	Paper Weight support up to 300gsm	Auto Stapling	Hole Punch	Auto Orientation & Removal of Blank Page (Scanning)	Able to convert file from PDF to Microsoft Words/ Excel/ Searchable PDF	Able to do anotation, words editing, stamps on the PDF File	Proposed Machine Model	Cost Per Print	Monthly Rental	Final Payment	Remarks	
				(Simplex/Duplex)																									
2 Peng Nguan Street (L4 Admin)	Existing	B/W	18,000																										
	New	Colour	600																										
2 Peng Nguan Street (L3 Admin Office)	Existing	B/W	19,000																										
		Colour	1,000																										
2 Peng Nguan Street (L3 IA Office)	New	B/W	6,000																										
2 Peng Nguan Street (L3 HR Office)	New	B/W	3,000																										Desktop Printer (3in1)
2 Peng Nguan Street (L2 Admin)	Existing	B/W	8,000																										
2 Peng Nguan Street (L2 Workshop)	Existing	B/W	80,000																										No Lease (Charge based on usage) Optional to replace
2 Peng Nguan Street (L2 Workshop)	Existing	Colour	500																										
2 Peng Nguan Street (L1 TPE)	Existing	B/W	6,000																										
2 Peng Nguan Street (L1 Reception)	Existing	B/W	3,000																										Desktop Printer (3in1)
Blk 866 Tampines Street 83	Existing	B/W	10,000																										
Blk 867 Tampines Street 83	New	B/W	5,000																										
		Colour	2,000																										
Blk 337 Jurong East Ave 1	Existing	B/W	18,000																										
		Colour	2,000																										
249 Kim Keat Link	Existing	B/W	7,000																										
		Colour	20																										
521 Bedok North Ave 1	New	B/W	10,000																										
		Colour	2,000																										
522 Bedok North Ave 1	New	B/W	8,000																										

Signature and Stamp:

Recommended Specifications Requirements																								
Location	Status	Type	Estimated Monthly Volume	Print	Copy	Scan to Email	Fax	Print/ Copy Speed (Min.)	Scan Speed (Min.)	A4 Tray	A3 Tray	Bypass Tray	Paper Tray Capacity of 2000 sheets	Hard Disk Drive Capacity (Min. 160GB)	Memory (Min. 4GB)	Printing Resolution	PCL 5/6 printing	Paper Weight support up to 300gsm	Auto Stapling	Hole Punch	Auto Orientation & Removal of Blank Page (Scanning)	Able to convert file from PDF to Microsoft Words/ Excel/ Searchable PDF	Able to do anotation, words editing, stamps on the PDF File	Remarks
				(Simplex/Duplex)																				
2 Peng Nguan Street (L4 Admin)	Existing	B/W	18,000	Yes	Yes	Yes	Yes	35	70ppm	3	1	1	Yes	Yes	Yes	Med	Yes	Yes			Yes	Optional	Optional	
	New	Colour	600					30	70ppm															
2 Peng Nguan Street (L3 Admin Office)	Existing	B/W	19,000	Yes	Yes	Yes	Yes	35	70ppm	3	1	2	Yes	Yes	Yes	High	Yes	Yes			Yes	Optional	Optional	
		Colour	1,000					30	70ppm															
2 Peng Nguan Street (L3 IA Office)	New	B/W	6,000	Yes	Yes	Yes		35	70ppm	2	1	1	Yes	Yes	Yes	Low	Yes	Yes			Yes	Optional	Optional	
2 Peng Nguan Street (L3 HR Office)	New	B/W	3,000	Yes	Yes	Yes		25	50ppm	1	0	1				Low	Yes					Optional	Optional	Desktop Printer (3in1)
2 Peng Nguan Street (L2 Admin)	Existing	B/W	8,000	Yes	Yes	Yes	Yes	35	70ppm	2	1	1	Yes	Yes	Yes	Low	Yes	Yes			Yes	Optional	Optional	
2 Peng Nguan Street (L2 Workshop)	Existing	B/W	80,000	Yes	Yes	Yes		90	70ppm	3	1	1	Yes	Yes	Yes	Med	Yes	Yes	Yes	Yes	Yes	Optional	Optional	No Lease (Charge based on usage) Optional to replace
2 Peng Nguan Street (L2 Workshop)	Existing	Colour	500	Yes	Yes	Yes		45	70ppm	2	1	1	Yes	Yes	Yes	High	Yes	Yes			Yes	Optional	Optional	
2 Peng Nguan Street (L1 TPE)	Existing	B/W	6,000	Yes	Yes	Yes	Yes	35	70ppm	2	1	1	Yes	Yes	Yes	Low	Yes	Yes			Yes	Optional	Optional	
2 Peng Nguan Street (L1 Reception)	Existing	B/W	3,000	Yes	Yes	Yes		25	50ppm	1	0	1				Low	Yes					Optional	Optional	Desktop Printer (3in1)
Blk 866 Tampines St 83	Existing	B/W	10,000	Yes	Yes	Yes		35	70ppm	2	1	1	Yes	Yes	Yes	Low	Yes	Yes			Yes	Optional	Optional	
Blk 867 Tampines St 83	New	B/W	5,000	Yes	Yes	Yes	Yes	35	70ppm	2	1	1	Yes	Yes	Yes	Med	Yes	Yes			Yes	Optional	Optional	
		Colour	2,000					30	70ppm															
Blk 337 Jurong East Ave 1	Existing	B/W	18,000	Yes	Yes	Yes	Yes	35	70ppm	3	1	1	Yes	Yes	Yes	Med	Yes	Yes			Yes	Optional	Optional	
		Colour	2,000					30	70ppm															
249 Kim Keat Link	Existing	B/W	5,000	Yes	Yes	Yes	Yes	35	70ppm	2	1	1	Yes	Yes	Yes	Low	Yes	Yes			Yes	Optional	Optional	
		Colour	20					30	70ppm															
521 Bedok North Ave 1	New	B/W	10,000	Yes	Yes	Yes	Yes	35	70ppm	2	1	1	Yes	Yes	Yes	Med	Yes	Yes			Yes	Optional	Optional	
		Colour	2,000					30	70ppm															
522 Bedok North Ave 1	New	B/W	8,000	Yes	Yes	Yes		35	70ppm	2	1	1	Yes	Yes	Yes	Low	Yes	Yes			Yes	Optional	Optional	