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**INVITATION TO TENDER FOR THE SUPPLY OF KONICA MINOLTA PRINTERS AND PRINTING SERVICES.**

**TENDER REF:****HACO/009/2022**

|  |  |
| --- | --- |
| **Project** | **SUPPLY HACO WITH KONICA MINOLTA PRINTERS AND PRINTING SERVICES** |
| **Revision** | **FIRST ISSUE** |
| **Release Date** | **16.11.2021** |
| **Issuer** | **HACO INDUSTRIES KENYA LIMITED** |
| **Type** | **REQUEST FOR PROPOSAL** |
| **Document File** | **HACO/009/2022** |
| **Supplier Response Date** | **23rd NOV 2021** |
| **Selection of suppliers for**  **evaluation** | **Presentation to Haco Industries’ evaluation team on the 24th of Nov 2021** |
| **Contract implementation date** | **As required** |

**INTRODUCTION AND RESPONDENT INSTRUCTIONS**

Haco Industries Kenya limited is inviting bids for the supply of 7 Multifunctional printers and printing services on a lease model. Supplier Prequalification requirements are as shortlisted below. Interested and qualified bidders are required to return an electronic copy of the filled prequalification form attaching all the prerequisite supporting documentation to the following email address [tenders@haco.co.ke](mailto:tenders@haco.co.ke) **NB** Interested bidders must be authorized and appointed dealers of Konica Minolta and must attach Manufacturer Authorization (MAF). Please also attach the detailed bid proposal and submit together with the prequalification form. In your response, please note to quote the **tender reference number (HACO/009/2022)** on the email subject.

All bidders are expected to supply all required information, or clearly state the reason for being unable to do so. By submitting a response, you are committing to fully understand the requirement and have sufficiently addressed all aspects of the tender and information contained within the data room and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by Haco in this tender to date, and any further information supplied during the tender process is subject to strict confidentiality.

**SCOPE & MINIMUMS**

Provide Haco Industries with 7 Multifunctional Konica Minolta printers and printing services on lease model for the below options. Note the machine must be brand new and not refurbished.

1. Three years
2. Four years
3. Five years

The machine minimum requirements are as shown in table 1.1 below. Also, the machines’ specification and datasheets are provided at the bottom of the Page as appendix 2 and 3 respectively.

**Table 1.1**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEVICE MODEL** | **PRINT OUTPUT** | **MONO MINIMUM** | **COLOR MINIMUM** |
| KONICA MINOLTA BIZHUB C250i | COLOR/MONO | 5,000.00 | 1000 |
| KONICA MINOLTA BIZHUB C250i | COLOR/MONO | 5,000.00 | 1000 |
| KONICA MINOLTA BIZHUB C250i | COLOR/MONO | 5,000.00 | 1000 |
| KONICA MINOLTA BIZHUB 287 | MONO | 5,000.00 | N/A |
| KONICA MINOLTA BIZHUB 287 | MONO | 5,000.00 | N/A |
| KONICA MINOLTA BIZHUB 287 | MONO | 10,000.00 | N/A |
| KONICA MINOLTA BIZHUB 287 | MONO | 5,000.00 | N/A |

***Note: The company is already running papercut software for managing printing services hence you are required to configure the devices with this software.***

**TENDER ASSESSMENTS**

The evaluation criteria will be based upon some or all the following aspects of the Bidders’ proposals in (not in order of significance):

1. **Commercial** 
   1. Competitive price
   2. Price clarity
2. **Service Capability**
   1. Service delivery models (including business continuity)
   2. Quality
3. **Long term roadmap proposals**
   1. Innovation and added value
   2. Strategic fit
4. **Financial**
   1. Financial strength demonstrated across the Bidder’s group structure. Please include your company’s revenue and net results for the last two years with your response.

# APPENDIX 1

**1.1 SUPPLIER PREQUALIFICATION QUESTIONNAIRE**

**COMPANY PROFILE**

# PART ONE

**To be filled by all Bidders**

Business Name:

Location of Business Premises:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Plot Number: | Street/Road: |  |
| Nature of Business: |  |  |
| Telephone: | Fax: |  |
| Current Trade Licence No: | Expiry Date: |  |
| PIN No:    Maximum Value of Business Bidder Can Handle at Any One | VAT No:  Time: | \_\_\_\_\_\_\_\_\_\_\_ |

**Name & Address of Bidder’s Bankers**

1. Name

Branch Address

A/C Number…………………………………………………………………………………………………

Swift Code…………………………………………………….................................................

Name

Branch Address

|  |  |
| --- | --- |
| Branch | Address |

A/C Number………………………………………………………………………………………………….

Swift Code……………………………………………………................................................

# PART TWO

LIMITED COMPANY

Indicate Private or Public

Details of All Directors

|  |  |  |
| --- | --- | --- |
| **Name** | **Nationality** | **Total Share**  **Capital** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Contact Person

|  |  |
| --- | --- |
| Company Rubber Stamp |  |
| Date |  |
| Company Registration Number |  |

Position: Signature

PIN Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB: Attach the following mandatory documents:**

* **PIN / VAT CERTIFICATES**
* **TAX COMPLIANCE CERTIFICATE**
* **BANK DETAILS ON AN OFFICIAL LETTERHEAD**
* **COMPANY POLICIES, EOHS CERTIFICATES & ACCREDITATION CERTIFICATES**
* **COMPANY PROFILE**
* **CERTIFICATE OF REGISTRATION**
* **KEY STAFF MEMBERS’ QUALIFICATIONS**
* **3 REFERRAL TESTIMONIALS**
* **AUDITED FINANCIAL STATEMENTS (last two financial trading periods)**
* **DIRECTOR DETAILS – ID & PIN**
* **KONICA MINOLTA MANUFACTURER AUTHORISATION (MAF)**

# PART THREE

|  |  |
| --- | --- |
|  | Tick appropriately |
|  |  |
| SOLE PROPRIETOR |  |
|  |  |
| PARTNERSHIP |  |

## 

Name

Location of Premises

L.R No. of Premises

Nature of Business

PIN No.

VAT N

**Name & Address of Bidder’s Bankers: -**

1. Name

Branch Address

A/C Number………………………………………………………………………………………………….

Swift Code……………………………………………………................................................

**2 APPENDIX 2**

## SUPPLIER BUSINESS STATUS & APPLICABLE CREDIT TERMS

**a) Financial Status**

1. Annual Gross Revenue : ----------------------------------------------

1. Asset Base : ----------------------------------------------

1. **Technology Employed**

|  |  |  |
| --- | --- | --- |
| No | Type of Equipment | Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Equipment will be composed of relevant machines, vehicles, tools directly relating to goods or services intended for supply to Haco Industries Ltd.

# APPENDIX 3

|  |  |
| --- | --- |
| **Specifications: -** | **KONICA MINOLTA KM C250i** |
| **System speed A4** | Up to 25/25 ppm (mono/colour) |
| **System speed A3** | Up to 14/14 ppm (mono/colour) |
| **Auto duplex speed A4** | Up to 25 ppm |
| **1st page out time** | 6.8/8.4 sec. (mono/colour) |
| **Warm-up time** | Approx. 20 sec |
| **Imaging technology** | Laser |
| **Toner technology** | Simitri® HD polymerised toner |
| **Panel size/resolution** | 7" / 800 x 480 |
| **System memory** | 2,048 MB / 4,096 MB (standard/max) |
| **System hard drive** | 250 GB (standard) |
| **Interface** | 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional) |
| **Network protocols** | TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP |
| **Automatic document feeder (optional)** | Up to 100 originals; A6-A3; 35-128 g/m²; RADF |
| **Printable paper size** | A6-A3; banner paper max. 1,200 x 297 mm |
| **Printable paper weight** | 60-256 g/m² |
| **Paper input capacity** | 1,100 sheets / 3,600 sheets (standard/max) |
| **Paper tray input (standard)** | 1x 500; A5-A4; 60-256 g/m² |
| **Manual bypass** | 100 sheets; A6-A3; custom sizes,banner; 60-256 g/m² |
| **Finishing modes (optional)** | Offset; Group; Sort; Staple; Punch; Half-fold; Letter-fold; Booklet |
| **Automatic duplexing** | A5-A3; 60-256 g/m² |
| **Output capacity** | Up to 250 sheets / up to 3,300 sheets (standard/max) |
| **Stapling output capacity** Max. 100 sets |  |
| **Power consumption** | 220-240 V / 50/60 Hz; Less than 1.60 kW |
| **System dimension** | (W x D x H) 585 x 660 x 787 mm (without options) |
| **System weight** | Approx. 72.0 kg (without options) |

|  |  |
| --- | --- |
| **Specifications.** | **KONICA MINOLTA Bizhub 287.** |
| **System speed A4** | Up to 28 ppm (mono) |
| **System speed A3** | Up to 14/14 ppm (mono) |
| **Auto duplex speed A4** | Up to 28 ppm |
| **1st page out time** | 5.3 sec. |
| **Warm-up time** | Approx. 20 sec |
| **Imaging technology** | Laser |
| **Toner technology** | Simitri® HD polymerised toner |
| **Panel size/resolution** | 7" / 800 x 480 |
| **System memory** | 2,048 MB / 4,096 MB (standard/max) |
| **System hard drive** | 250 GB (standard) |
| **Interface** | 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional) |
| **Network protocols** | TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP |
| **Automatic document feeder** | Up to 100 originals; A6-A3; 35-128 g/m²; RADF |
| **Printable paper size** | A6-A3; banner paper max. 1,200 x 297 mm |
| **Printable paper weight** | 60-256 g/m² |
| **Paper input capacity** | 1,100 sheets / 3,600 sheets (standard/max) |
| **Paper tray input (standard)** | 1x 500; A5-A4; 60-256 g/m² |
| **Manual bypass** | 100 sheets; A6-A3; custom sizes,banner; 60-256 g/m² |
| **Finishing modes (optional)** | Offset; Group; Sort; Staple; Punch; Half-fold; Letter-fold; Booklet |
| **Automatic duplexing** | A5-A3; 60-256 g/m² |
| **Output capacity** | Up to 250 sheets / up to 3,300 sheets (standard/max) |
| **Stapling output capacity** | Max. 100 sets |
| **Power consumption** | 220-240 V / 50/60 Hz; Less than 1.60 kW |
| **System dimension** | (W x D x H) 585 x 660 x 787 mm (without options) |
| **System weight** | Approx. 72.0 kg (without options) |

# APPENDIX 4

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Provided separately on email as



