



Kavango East Regional Council

Request for Sealed Quotations Non-Consultancy Services

**RENTAL OF THIRTY SEVEN (37)
PHOTOCOPIERS FOR THE DURATION
OF THIRTY SIX (36) MONTHS.**

Procurement Reference No: NCS/RFQ/KERC/21/2025/2026

P/Bag 2124, Rundu, Tel: 066 - 266000

Fax No: 066 - 255396



KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 – 266039

E-mail: vcaley@kavangorc.gov.na

Enquires: Mr. Vicentius S. Caley

**Private Bag 2124
Rundu
Namibia**

Letter of Invitation

18/11/2025

Dear Sir/Madam,

Request for Quotations for Rental of Thirty Seven (37) Photocopiers for the duration of Thirty Six (36) Months.

The Kavango East Regional Council invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to *Mr. V. S. Caley* Tel: 066 – 266039, Kavango East Regional Council.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,


.....
Mr. M. M. Sivemo

Acting Head: Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango East Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item together with cost per copy, or
- (b) To accept or reject any quotation; and
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) The List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Please Note: Section 66 (2B) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended will be apply.

3. Validity of Quotations

Sixty (60) days from the date of the bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) **Have a valid Company Registration Certificate/Founding Statement**
- (b) **Have a valid original or certified copy of good Standing Tax Certificate**
- (c) **Have a valid or certified copy of good Standing Social Security Certificate**
- (d) **Submit signed Bid Securing Declaration**
- (e) **Written Undertaking as contemplated in section 138 (2) of the labour act ,2007**
- (f) **(I) Certified Copy a Valid Affirmative Action Compliance Certificate**
(II) Certified Copy of proof from the Employment Equity Commissioner that the bidder is not a relevant Employer.
(III) A certified valid copy of good standing (BIPA)

Other Additional Requirement

1. Certified copy of Identity Document for Company Owner (s)
2. Business Principle should be in line with nature of procurement
3. Reference letter not later than 3 years for related services
4. have a separate quotation with detailed description of the bidder's product
5. have a fitness certificate from municipality or town council, title deed or lease agreement of the building of the business to confirm the location of the bidder is operation .
6. have manufacture or local distributor's letter of rights to supply of product
7. have a valid letter of intent from any financial institution to the value of N\$500,000.00 or three (3) months working capital of bid price bided for or provides proof of such an amount in the bank in the form of recent audited financial statements.
8. have a public liability insurance cover letter or letter of intent for insurance cover worth N\$2,000,000.00 per lot, from any legally registered a financial institution.
9. All pages signed of the bid signed or initialled by the person authorized on behalf of the bidder.

5. Bid Security/Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

6. Services Completion Period

The completion period for services shall be 21 *days* after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customer's reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council, Office No: 11* not later than **28 November 2025 at 11:00 am**. Late quotations will be rejected.

Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost per copy together with overall cost to determine the lowest cost evaluated quotation.

11. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

12. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

Not Applicable

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

15. *Not Applicable*

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to : <i>[Name of Public Entity]:</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **Failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**delete if not applicable / appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: SCOPE OF SERVICES

The service which is requested is for Photocopy Service for 36 months.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/KERC/21/2025/2026**

Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Item No	Brief Description of Services	Quantity	Number of Months	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	(small)3 in 1 (Copy, Scan, Print) (small)3 in 1 (Copy, Scan, Print) Colour Printers	8	36		
2	Full house Photocopier (Print, Copy, Scan, fax, Staple) Colour	3	36		
3	(big) 3 in 1 (Print, Copy, Scan, Staple) Colour Printers	6	36		
4	3 in 1 (Copy, Scan, Print) Black & White Printers	12	36		
5	Full house Photocopier (Print, Copy, Scan, fax Staple) (Black & White)	8	36		
6	Service and Maintenance (including Toners and Staples)	37	36		
				Price per copy	
				Subtotal	
				VAT @ %	
				Grand Total	

Enter 0% VAT rate if VAT exempt.

Currency of Quotation: _____

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/KERC/21/2025/2026**

[Bidders should complete columns D and E with the specifications of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Quantity	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D	E
1	(small) 3 in 1 (Copy, Scan, Print, fax) Colour Printers "See Annexure A"	10		
2	Full house Photocopier (Print, Copy, Scan) Colour "See Annexure B"	3		
3	(big) 3 in 1 (Copy, Scan, Print) Colour "See Annexure C"	4		
4	(small) 3 in 1 (Copy, Scan, Print) Black & White Printers "See Annexure D"	12		
5	Full house Photocopier (Black & White) "See Annexure E"	7		
6	(big) 3 in 1 (Copy, Scan, Print) (Black & White) "See Annexure F"	1		

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		.
• Clerical Wages		.
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/KERC/21/2025/2026

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Insert any other	
Separate quotation with detailed description of the bidder's product	
Fitness certificate from municipality or town council, title deed or lease agreement from the region to confirm the location that the bidder is operating in the region.	
Manufacture or local distributor's letter of rights to supply of product	
Intent from any financial institution to the value of at least N\$500,000.00 or three (3) months working capital of bid price bided for or provides proof of such an amount in the bank in the form of recent audited financial statements.	
Public liability insurance cover letter or letter of intent for insurance cover worth N\$2,000,000.00 per lot, from any legally registered a financial institution.	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

ANNEXURE A

System speed A4	Up to 33/33 ppm (mono/colour)
System speed A4	Up to 33/33 ppm (mono/colour)
Autoduplex speed A4	Up to 33/33 ppm (mono/colour)
1st page out time A4	6.0/7.2 sec. (mono/colour)
Warm-up time	Approx. 13/15 sec. (mono/colour) ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerised toner
Panel size/resolution	7" / 800 x 480
System memory	4,096 MB (standard/max)
System hard drive	16 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(S); Bonjour
Automatic document feeder	Up to 80 originals; A6-A4; 50-128 g/m ² ; Dualscan ADF
Printable paper size	A6-A4; customized paper sizes
Printable paper weight	60-210 g/m ²
Paper input capacity	600 sheets / 1,100 sheets (standard/max)
Paper tray input (standard)	1x 500; A6-A4; custom sizes; 60-210 g/m ²
Manual bypass	100 sheets; A6-A4; custom sizes; 60-210 g/m ²
Automatic duplexing	A4; 60-210 g/m ²
Output capacity	Up to 250 sheets
Duty cycle (monthly)	Rec. 6,500 pages; Max. ² 96,000 pages
Toner lifetime	Black up to 13,000 pages CMY up to 9,000 pages
Imaging unit lifetime	Black up to 155,000 pages (imaging unit)

	CMY up to 55,000 pages (imaging unit)
Power consumption	220-240 V / 50/60 Hz; Less than 1.45 kW
System dimension (W x D x H)	420 x 528 x 572 mm (without options)
System weight	Approx. 38.4 kg (without options)
Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.12 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android (iOS/Android) optional: WiFi Direct
Scan speed	Up to 28/28 ipm in simplex (mono/colour) Up to 56/56 ipm in duplex (mono/colour)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-USB; Scan-to-WebDAV; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX
Scan destinations	2,000 destinations + 100 groups; LDAP support
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. A4
Magnification	25-400% in 0.1% steps; Auto-zooming
Accounting	Up to 100 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition optional: Biometric authentication (finger vein scanner); ID card authentication (ID card

	reader); Authentication by mobile device (Android/iOS)
Software	Net Care Device Manager; Data Administrator; Box Operator; Web Connection; Print Status Notifier; Driver Packaging Utility; Log Management Utility

ANNEXURE B

System speed A4	Up to 25/25 ppm (mono/colour)
System speed A4	Up to 25/25 ppm (mono/colour)
System speed A3	Up to 15/15 ppm (mono/colour)
Autoduplex speed A4	Up to 25/25 ppm (mono/colour)
1st page out time A4	5.2/6.9 sec. (mono/colour)
Warm-up time	Approx. 11/13 sec. (mono/colour) ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerised toner
Panel size/resolution	10.1" / 1024 x 600
System memory	8,192 MB (standard/max)
System hard drive	256 GB SSD (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(S); Bonjour
Automatic document feeder	Up to 100 originals; A6-A3; 35-163 g/m ² ; RADF or Dualscan ADF available
Printable paper size	A6-SRA3; customized paper sizes; banner paper max. 1,200 x 297 mm
Printable paper weight	52-300 g/m ²
Paper tray input (standard)	1x 500; A6-A3; custom sizes; 52-256 g/m ²
	1x 500; A5-SRA3; custom sizes; 52-256 g/m ²
	1x 3,000; A4; 52-256 g/m ²
Manual bypass	150 sheets; A6-SRA3; custom sizes; banner; 60-300 g/m ²
Finishing modes	Sort; Staple;

Automatic duplexing	A6-SRA3; 52-256 g/m²
Output capacity	Up to 250 sheets / up to 3,300 sheets (standard/max)
Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 g/m²)
Duty cycle (monthly)	Rec. 16,000 pages; Max.² 130,000 pages
Toner lifetime	Black up to 28,000 pages CMY up to 28,000 pages
Imaging unit lifetime	Black up to 170,000/1,000,000 pages (drum/developer) CMY up to 65,000/1,000,000 pages (drum/developer)
Power consumption	220-240 V / 50/60 Hz; Less than 1.58 kW
System dimension (W x D x H)	615 x 688 x 779 mm (without options)
System weight	Approx. 84.0 kg (without options)
Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.12 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android); Print (iOS/Android) optional: Wi-Fi Direct
Print controller	Embedded Fiery IC-420 v2
Controller CPU	Intel Celeron G4900T @ 2.9 GHz
Page description language	Adobe PostScript 3 (CPSI 3020); PCL 6; PCL 5c
Operating systems	Windows 7 (32/64); Windows 8.1 (32/64); Windows 10 (32/64); Windows 11; Windows Server 2022; Macintosh OS 10.14 - 12.1
Scan speed	Up to 100/100 ipm in simplex (mono/colour)

Scan resolution	Up to 200/200 ipm in duplex (mono/colour) Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. A3
Magnification	25-400% in 0.1% steps; Auto-zooming
Fax standard	Super G3 (optional)
Fax transmission	Analogue; i-Fax; Colour i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,000 single + 100 groups
Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

ANNEXURE C

System speed A4	Up to 25/25 ppm (mono/colour)
System speed A4	Up to 25/25 ppm (mono/colour)
System speed A3	Up to 15/15 ppm (mono/colour)
Autoduplex speed A4	Up to 25/25 ppm (mono/colour)
1st page out time A4	5.2/6.9 sec. (mono/colour)
Warm-up time	Approx. 11/13 sec. (mono/colour) ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerised toner
Panel size/resolution	10.1" / 1024 x 600
System memory	8,192 MB (standard/max)
System hard drive	256 GB SSD (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(S); Bonjour
Automatic document feeder	Up to 100 originals; A6-A3; 35-163 g/m ² ; RADF or Dualscan ADF available
Printable paper size	A6-SRA3; customized paper sizes; banner paper max. 1,200 x 297 mm
Printable paper weight	52-300 g/m ²
Paper tray input (standard)	1x 500; A6-A3; custom sizes; 52-256 g/m ² 1x 500; A5-SRA3; custom sizes; 52-256 g/m ² 1x 3,000; A4; 52-256 g/m ²
Manual bypass	150 sheets; A6-SRA3; custom sizes; banner; 60-300 g/m ²
Finishing modes	Sort; Staple;
Automatic duplexing	A6-SRA3; 52-256 g/m ²
Output capacity	Up to 250 sheets / up to 3,300 sheets (standard/max)

Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 g/m ²)
Duty cycle (monthly)	Rec. 16,000 pages; Max. ² 130,000 pages
Toner lifetime	Black up to 28,000 pages CMY up to 28,000 pages
Imaging unit lifetime	Black up to 170,000/1,000,000 pages (drum/developer) CMY up to 65,000/1,000,000 pages (drum/developer)
Power consumption	220-240 V / 50/60 Hz; Less than 1.58 kW
System dimension (W x D x H)	615 x 688 x 779 mm (without options)
System weight	Approx. 84.0 kg (without options)
Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.12 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android); Print (iOS/Android) optional: Wi-Fi Direct
Print controller	Embedded Fiery IC-420 v2
Controller CPU	Intel Celeron G4900T @ 2.9 GHz
Page description language	Adobe PostScript 3 (CPSI 3020); PCL 6; PCL 5c
Operating systems	Windows 7 (32/64); Windows 8.1 (32/64); Windows 10 (32/64); Windows 11; Windows Server 2022; Macintosh OS 10.14 - 12.1
Scan speed	Up to 100/100 ipm in simplex (mono/colour) Up to 200/200 ipm in duplex (mono/colour)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box;

	Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. A3
Magnification	25-400% in 0.1% steps; Auto-zooming
Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

ANNEXURE D

System memory (standard/max)	1,000 MB (standard/max)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n
Network protocols	TCP/IP (IPv4 / IPv6); LPD; IPP; SNMP; HTTP; HTTP(S)
Automatic Document Feeder	Up to 80 originals; A6-A4; 64-90 g/m ² ; Dualscan ADF
Paper tray input (standard)	1x 520 sheets; A6-A4; 60-120 g/m ²
Manual bypass	50 sheets; A6-A4; custom sizes; 60-200 g/m ²
Automatic duplexing	A4; 60-105 g/m ²
Output capacity (standard)	
Copy/print volume (monthly)	Rec. 10,000 pages; Max. 150,000 pages
Toner lifetime	Black up to 20,000 pages
Imaging unit lifetime	50,000
Power consumption	220-240 V / 50/60 Hz; Less than 805 W
System dimension (WxDxH)	495 x 427 x 518 mm (without options)
System weight	Approx. 18.9 kg (without options)
Print resolution	1,200 x 1,200 dpi
Page description language	PCL 6 (XL3.0); PostScript 3; XPS
Operating systems	Windows 7 (32/64); Windows 8.1 (32/64); Windows 10 (32/64); Windows Server 2008 (32/64); Windows Server 2008 R2; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Macintosh OS X 10.10 or later; Linux
Printer fonts	85 PCL Latin; 66 PostScript 3 Emulation Latin
Mobile printing	Mopria (Android); (Android);

	(iOS/Android/Windows 10 Mobile); Google Cloud Print; WiFi Direct
Scan speed (mono/colour)	Up to 50/20 ipm in simplex Up to 100/34 ipm in duplex
Scan resolution	1,200 x 1,200 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-FTP; Scan-to-USB; TWAIN scan; WIA scan
File formats	JPEG; TIFF; PDF; XPS Optional: Searchable PDF
Scan destinations	LDAP support
Imaging technology	Laser
Toner technology	Polymerized Toner
Copy/print speed A4 (mono)	Up to 50 ppm
Autoduplex speed A4 (mono)	Up to 24 ppm
1st copy out time A4 (mono)	9.5 sec.
Warm-up time	Approx. 27 sec.
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-999
Original format	A6-A4
Magnification	25-400% in 1% steps; Auto-zooming

ANNEXURE E

System speed A4	Up to 30 ppm
System speed A4	Up to 30 ppm
System speed A3	Up to 15 ppm
Autoduplex speed A4	Up to 30 ppm
1st page out time A4	5.0 sec.
Warm-up time	Approx. 11 sec. ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerised toner
Panel size/resolution	10.1" / 1024 x 600
System memory	8,192 MB (standard/max)
System hard drive	256 GB SSD (standard) / 1 TB SSD (optional)
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(S); Bonjour
Automatic document feeder	Up to 100 originals; A6-A3; 35-163 g/m ² ; RADF or Dualscan ADF available
Printable paper size	A6-SRA3; customized paper sizes; banner paper max. 1,200 x 297 mm
Printable paper weight	52-300 g/m ²
Intelligent media sensor	Automatic paper weight and type detection (optional)
Paper tray input (standard)	1x 500; A6-A3; custom sizes; 52-256 g/m ² 1x 500; A5-SRA3; custom sizes; 52-256 g/m ²

Manual bypass	150 sheets; A6-SRA3; custom sizes; banner; 60-300 g/m ²
Finishing modes (	Sort; Staple; Staple
Automatic duplexing	A6-SRA3; 52-256 g/m ²
Output capacity	Up to 250 sheets /
Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 g/m ²)
Duty cycle (monthly)	Rec. 25,000 pages; Max. ² 150,000 pages
Toner lifetime	Black up to 25,000 pages
Imaging unit lifetime	Black up to 245,000/1,000,000 pages (drum/developer)
Power consumption	220-240 V / 50/60 Hz; Less than 1.58 kW
System dimension (W x D x H)	615 x 688 x 779 mm (without options)
System weight	Approx. 76.0 kg (without options)
Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 7 (32/64); Windows 8.1 (32/64); Windows 10 (32/64); Windows Server 2008 (32/64); Windows Server 2008 R2; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; macOS 10.10 or later; Linux
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android); bile Print (iOS/Android) optional: WiFi Direct
Scan speed	Up to 100/100 ipm in simplex (mono/colour)

	Up to 200/200 ipm in duplex (mono/colour)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. A3
Magnification	25-400% in 0.1% steps; Auto-zooming
Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

ANNEXURE F

System speed A4	Up to 36 ppm
System speed A4	Up to 36 ppm
System speed A3	Up to 18 ppm
Autoduplex speed A4	Up to 36 ppm
1st page out time A4	4.6 sec.
Warm-up time	Approx. 11 sec. ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerised toner
Panel size/resolution	10.1" / 1024 x 600
System memory	8,192 MB (standard/max)
System hard drive	256 GB SSD (standard) / 1 TB SSD (optional)
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(S); Bonjour
Automatic document feeder	Up to 100 originals; A6-A3; 35-163 g/m ² ; RADF or Dualscan ADF available
Printable paper size	A6-SRA3; customized paper sizes; banner paper max. 1,200 x 297 mm
Printable paper weight	52-300 g/m ²
Intelligent media sensor	Automatic paper weight and type detection (optional)
Paper input capacity	1,150 sheets / 6,650 sheets (standard/max)
Paper tray input (standard)	1x 500; A6-A3; custom sizes; 52-256 g/m ² 1x 500; A5-SRA3; custom sizes; 52-256 g/m ²

Manual bypass	150 sheets; A6-SRA3; custom sizes; banner; 60-300 g/m ²
Finishing modes	; Sort; Staple; Staple;
Automatic duplexing	A6-SRA3; 52-256 g/m ²
Output capacity	Up to 250 sheets / up to 3,300 sheets (standard/max)
Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 g/m ²)
Duty cycle (monthly)	Rec. 33,000 pages; Max. ² 175,000 pages
Toner lifetime	Black up to 25,000 pages
Imaging unit lifetime	Black up to 245,000/1,000,000 pages (drum/developer)
Power consumption	220-240 V / 50/60 Hz; Less than 1.58 kW
System dimension (W x D x H)	615 x 688 x 779 mm (without options)
System weight	Approx. 76.0 kg (without options)
Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.12 or later; Linux; Citrix; Unix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android) optional: WiFi Direct
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A

	1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. A3
Magnification	25-400% in 0.1% steps; Auto-zooming
Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling