

TENDER NO.: G/RFQ/RFA – 03/2022

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Multifunction Printers (MFPs) and Printer User Management System

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NOTICE TO TENDERERS No.1

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This notice to Tenderers No. 1 forms an integral part of the bid/ tender G/RFQ/RFA – 03/2022 documents and takes precedence.

Tenderers are required to acknowledge receipt of this Notice to Tenderers No.1 in writing on the attached Acknowledgement of Receipt form via sending an email to [procurement@rfanam.com.na](mailto:procurement@rfanam.com.na). A copy of this notice should also be attached in the Quotation to be submitted.

This notice serves as a clarification on the questions received from various bidders.

Question 1

I have deduced that it must be colour, but A3 or A4?

RFA Response

The correct deduction is that the printers must be able to print in both full colour and black & white. Printers must be able to print both A3 and A4.

Question 2

(What is the) estimated monthly volumes/duty cycle? PPM Speed requirements?

RFA Response

If a printer indicates that the duty cycle is 100,000 pages per month. The manufacturer is essentially saying that this is **the very maximum volume the printer is capable of in a month.**

We ask that vendors quote having in mind our monthly print volume and optimum device performance based on factors including:

- The paper and toner supplies used
- Maintenance intervals
- Device engine life

The RFA requirement is that each printer be able to meet and surpass the current monthly volumes as highlighted in question 4 below, with a speed minimum of twenty-five (25) pages of text per minute (PPM of 25).

### Question 3

Any sorting or finishing requirements?

### RFA Response

The printers must each be able to automatically collate printing jobs and should be able to print A4 and A3.

### Question 4

(What is) the recommended monthly volume of the MFP?

### RFA Response

The current estimates per printer is a volume of;

- Print Colour: 10,000
- B/W Copies: 5,000

### Question 5

(What is) the copy speed (ppm)?

### RFA Response

The RFA speed minimum is twenty-five (25) pages of text per minute (PPM of 25).

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ACKNOWLEDGEMENT OF RECEIPT FORM  
OF  
NOTICE TO TENDERERS NO. 1

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I herewith acknowledge receipt of this Notice to Tenderers No. 1 for the above-mentioned bid/tender.

Received via:

Facsimile

E-mail

Other  \_\_\_\_\_

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Name of Authorized Tenderer's Representative

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Signature of Authorized Tenderer's Representative

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Name of Company/Tenderer

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Date