

Bid Sheet

Inter-Parliamentary Union

Invitation to Bid: Copiers-Printers

In compliance with this Invitation to Bid for Copiers-Printers and subject to all specifications and conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

I hereby certify that I am authorized to sign this bid for the bidder.

(Please type or print)

Complete Legal Name of Firm: _____

Address: _____

Name & Title: _____

Signature: _____ Date: _____

Telephone No.: _____ Fax No.: _____

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Minimum Specifications and Requirements

Vendor Comments – Indicate either compliance with specifications as written or explain any variance.

The following specification tables include a column for bidders to confirm compliance with specifications or to specify variations. Please also indicate the brand and model number for each printer-copier being proposed. The specification tables must be fully completed and returned with the Bid Sheet. All deviations must be noted.

Copier-Printer No. 1: Library (Basement)			
Brand and Model No. Proposed by Bidder:			
No.	Item	Minimum Specifications	Indicate Compliance (yes/no) or Specify Variation
1	Copy Speed B/W	28 pages per minute (ppm)	
2	Printing Speed	28 ppm	
3	Warm-up Time	22 seconds	
4	First Copy Speed	4.5 sec.	
5	Zoom	25% to 400%	
6	Memory	768MB + 40GB HD	
7	Paper Capacity	4 trays of 500 sheets	
8	Scanner	69 ppm in B/W 39 ppm in Colour	
9	Duplex Grammage	60 to 105 g/m ²	
10	Grammage for Paper Trays	Tray 1: 60 to 105 g/m ² Tray 2: 52 to 157 g/m ² Other Tray: 60 to 105 g/m ²	

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11	Grammage for Bypass	52 to 157 g/m ²	
12	Copy Resolution	600 dpi	
13	Printing Resolution	600 dpi	
14	Scanning Resolution	600 dpi	
15	Paper Format	A5 – A3	
16	Receiving Capacity	1'000 sheets	
17	Stapling capacity	50 sheets	
18	Hole punch	Sheet to sheet	
19	Monthly volume capacity	7'000	

Copier-Printer No. 2: Main Floor

Brand and Model No. Proposed by Bidder:

No.	Item	Minimum Specifications	Indicate Compliance (yes/no) or Specify Variation
1	Copy Speed	65 ppm in B/W 60 ppm in colour	
2	Printing Speed	65 ppm for B/W 60 ppm for colour	
3	Warm-up Time	60 seconds	
4	First Copy Speed	5.7 sec for B/W 7.5 sec for Colour	
5	Zoom	25% to 400%	
6	Memory	2048MB + HD 320GB	
7	Paper Capacity	1 Tandem tray of 2 x 1'100 sheets 2 x 550 sheets	
8	Scanner	82 ppm in B/W 70 ppm in colour	
9	Duplex Grammage	60 to 169 g/m ²	
10	Grammage for Paper Trays	52.3 to 256 g/m ²	
11	Grammage for Bypass	52.3 to 300 g/m ²	
12	Copy Resolution	1200 dpi	
13	Printing Resolution	1200 dpi	

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14	Scanning Resolution	600 dpi	
15	Paper Format	A6 – A3+	
16	Receiving Capacity	3'000 sheets	
17	Stapling Capacity	100 sheets	
18	Hole Punch	Sheet to sheet	
19	Fax	Requirement	
20	Monthly Volume Capacity	20'000 B/W copies 10'000 colour copies	
21	Large Capacity Tray	Requirement	
Optional Specifications			
22	Quiet / Noise Reduction Feature	-	

Copier-Printer No. 3: First Floor

Brand and Model No. Proposed by Bidder:

No.	Item	Minimum Specifications	Indicate Compliance (yes/no) or Specify Variation
1	Copy Speed	28 ppm in B/W	
2	Printing Speed	28 ppm	
3	Warm-up Time	22 seconds	
4	First Copy Speed	4.5 seconds	
5	Zoom	25% to 400%	
6	Memory	768MB + HD 40GB	
7	Paper Capacity	2 x 500 sheets	
8	Scanner	69 ppm for B/W 39 ppm for colour	
9	Duplex Grammage	60 to 105 g/m ²	
10	Grammage for Paper Trays	Tray 1: 60 to 105 g/m ² Tray 2: 52 to 157 g/m ² Other Tray: 60 to 105 g/m ²	
11	Grammage for Bypass	52 to 157 g/m ²	
12	Copy Resolution	600 dpi	
13	Printing Resolution	600 dpi	

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14	Scanning Resolution	600 dpi	
15	Paper Format	A5 – A3	
16	Receiving Capacity	1'000 sheets	
17	Stapling Capacity	50 sheets	
18	Hole Punch	Sheet to sheet	
19	Monthly Volume Capacity	7'000 copies	

Copier-Printer No. 4: Second Floor

Brand and Model No. Proposed by Bidder:

No.	Item	Minimum Specifications	Indicate Compliance (yes/no) or Specify Variation
1	Copy Speed	60 ppm in B/W	
2	Printing Speed	90 ppm	
3	Warm-up Time	30 seconds	
4	First Copy Speed	4.2 seconds	
5	Zoom	25% to 400%	
6	Memory	1.5GB + HD 160GB	
7	Paper Capacity	1 tandem tray of 2 x 1'550 sheets & 2 trays of 550 sheets	
8	Scanner	55 ppm in both B/W & colour	
9	Duplex Grammage	64 to 128 g/m ²	
10	Grammage for Paper Trays	53 to 128 g/m ²	
11	Grammage for Bypass	53 to 216 g/m ²	
12	Copy Resolution	1200 dpi	
13	Printing Resolution	1200 dpi	

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14	Scanning Resolution	600 dpi	
15	Paper Format	A6 – A3	
16	Receiver Tray Capacity	3'000 sheets	
17	Stapling Capacity	50 sheets	
18	Hole Punch	Sheet to sheet	
19	Fax	Requirement	
20	Monthly volume capacity	25'000 copies	
21	Large Capacity Tray	Requirement	
22	Ability to pre-programme machine for large copy jobs.	Requirement	
Optional Specifications			
22	OCR Recognition	-	

Copier-Printer No. 5: Print Room

It could be envisaged that the main copier-printer be supported by a second *support* copier-printer. Please indicate compliance (or variations) to minimum specifications for **both** the main copier-printer and the second copier-printer.

Brand and model no. proposed for main copier-printer:

Brand and model no. proposed for second copier-printer:

No.	Item	Main Copier-Printer Minimum Specifications	Indicate Compliance (yes/no) or Specify Variation	Second Copier-Printer Minimum Specifications	Indicate Compliance (yes/no) or Specify Variation
1	Copy Speed	135 ppm B/W		90 ppm in B/W & Colour	
2	Printing Speed	135 ppm		90 ppm in B/W & Colour	
3	Warm-up Time	Less than 360 seconds		Less than 420 seconds	
4	First copy Speed	3 seconds		13.5 seconds	
5	Zoom	25% to 400%		25% to 400%	
6	Memory	512 MB + HD 320 GB		2 GB + HD 640 GB	
7	Paper Capacity	Tandem of 2 x 1'000 sheets + 2 x 500 sheets		Tandem of 2 x 1'000 sheets + 500 sheets	
8	Large Capacity Tray	2 x 1'000 sheets + 1 x 2'550 sheets		2 x 2'000 sheets	
9	Bypass	Requirement		Requirement	
10	Scanner	80 ppm B/W		75 ppm in B/W & colour	
		Option: 75 ppm in B/W & colour			

11	Duplex Grammage	All paper types		60 to 220 g/m ²	
12	Grammage for Paper Trays	52 to 216 g/m ²		Standard tray: 60 to 220 g/m ² Large capacity tray: 60 to 300 g/m ²	
13	Grammage for Bypass	All paper types		All paper types	
14	Copy Resolution	1200 dpi		1200 dpi	
15	Printing Resolution	300 to 600 dpi in PCL5 600 to 1200 dpi in PCL6		1200 dpi	
		Option: 1200 dpi			
16	Scanning Resolution	600 dpi		1200 dpi TWAIN	
		Option: 1200 dpi TWAIN			
17	Paper Format	A5 – A3+		Maximum A3+	
18	Receiving Capacity	3'000 sheets		3'000 sheets	
19	Robust Stapling Capacity*	100 sheets		100 sheets	
20	Hole Punch	Sheet to sheet		Sheet to sheet	
21	Booklet Printing	Requirement		Requirement	
22	Cover Insertion	Requirement		Option	
23	Monthly Volume Capacity	500'000 copies		250'000 B/W & 140'000 Colour	

* Due to large printing volumes, a robust stapling system is required to prevent finishing problems.

Printers-Copiers for General Assembly

IPU will require the rental, delivery and installation of 2 to 3 copier-printers for use onsite at its General Assembly, held in Geneva once per year. The duration of this event should not exceed 7 days.

The copier-printers must have the following minimum specifications:

- 90 ppm in B/W
- Large capacity tray A4 2 x 1'000 sheets and 1 x 2'550 sheets
- 3'000 sheet finisher and 100 sheet stapling capacity

Brand and Model No. Proposed by Bidder:

Notice to Bidders:

Bids will be evaluated based upon the making of 3'483'085 copies per year, consisting of 2'683'085 in the base contract and 800'000 supplementary copies (IPU General Assembly).

Prices shall be quoted on the basis of a **48 month lease** and service contract.

All prices must be in CHF.

Copier-Printer No. 1: Library (Basement)						
All prices in CHF						
No.	Item	Unit Cost		Monthly Charge		Total over 48 Months
1	One (1) Copier-Printer	per month	x 1 =		x 48 =	
2	Service contract including (insert amount): _____ copies per month	per month	x 1 =		x 48 =	
3	Additional copies metered annually	per page	x _____ = (insert amount)		x 48 =	

Copier-Printer No. 2: Main Floor						
All prices in CHF						
No.	Item	Unit Cost		Monthly Charge		Total over 48 Months
1	One (1) Copier-Printer	per month	x 1 =		x 48 =	
2	Service contract including (insert amount): _____ copies per month	per month	x 1 =		x 48 =	
3	Additional copies metered annually	per page	x _____ = (insert amount)		x 48 =	
4	Option: Quiet / Noise Reduction	per	x 1 =		x 48 =	

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Copier-Printer No. 3: First Floor All prices in CHF						
No.	Item	Unit Cost		Monthly Charge		Total over 48 Months
1	One (1) Copier-Printer	per month	x 1 =		x 48 =	
2	Service contract including (insert amount): _____ copies per month	per month	x 1 =		x 48 =	
3	Additional copies metered annually	per page	x _____ = (insert amount)		x 48 =	

Copier-Printer No. 4: Second Floor All prices in CHF						
No.	Item	Unit Cost		Monthly Charge		Total over 48 Months
1	One (1) Copier-Printer	per month	x 1 =		x 48 =	
2	Service contract including (insert amount): _____ copies per month	per month	x 1 =		x 48 =	
3	Additional copies metered annually	per page	x _____ = (insert amount)		x 48 =	
4	Option: OCR Recognition	per month	x 1 =		x 48 =	

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Copier-Printer No. 5: Print Room
Main Copier-Printer
 All prices in CHF

No.	Item	Unit Cost		Monthly Charge		Total over 48 Months
1	One (1) Copier-Printer	per month	x 1 =		x 48 =	
2	Service contract including _____ (insert amount) copies per month	per month	x 1 =		x 48 =	
3	Additional copies metered annually	per page	x _____ = (insert amount)		x 48 =	
4	Option: 1200 dpi Colour Scanner	per month	x 1 =		x 48 =	
5	Option: Printing Resolution of 1200 dpi	per month	x 1 =		x 48 =	

Second Copier-Printer
 All prices in CHF

No.	Item	Unit Cost		Monthly Charge		Total over 48 Months
1	One (1) Copier-Printer	per month	x 1 =		x 48 =	
2	Service contract including _____ (insert amount) copies per month	per month	x 1 =		x 48 =	
3	Additional copies metered annually	per page	x _____ = (insert amount)		x 48 =	

Subtotal:	
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Recycling Tax	
Transportation	
Installation	
Training	
Software per year _____ x 4 = <i>All software must be fully compatible with IPU IT Systems.</i>	

Total:	
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Copier-Printers for General Assembly All prices in CHF				
No.	Item	Unit Cost		Total Cost
1	Two (2) Copier-Printers	per day	x 14 =	
2	B/W Copies	per copy	x 800'000 =	
3	Large Capacity Tray	per day	x 7 =	
4	Finishing Tray	per day	x 7 =	
5	Transportation	per unit	x 2	
			Subtotal:	

Grand Total:	
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Discount:	
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Total Amount of Bid:	
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