# Terms of reference (ToR) for the procurement of services

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

**Rental of Multifunction Copier Machines for Subang Office**

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## I. General information

1. Brief information on the project

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government.

Over the past decades, integrated management on terrestrial and coastal-marine areas has been gaining attention of the Government of Indonesia. However, on-the ground implementation is a complex and formidable task that still become an issue to be solved. The increasing development by the time decreasing the environmental quality. Sectoral and silo approach according to each jurisdiction may no longer applicable. Instead, collaborative, integrated, and transformative approaches are keys to achieve sustainable development at various scales. The current national agenda, for instance, highlighted the green economy transformation and observed the nexus between climate, biodiversity, and development. The integrated management of land-and seascape in Indonesia is therefore, one of the keys to support the sustainable development.

The project “Solutions for Integrated Land- and Seascape Management in Indonesia (SOLUSI)” aims to develop and implement an ecosystem approach to land and seascape management in three regions of Indonesia: Central Sulawesi, Central Java, and Bangka Belitung Provinces.

2. Context

The project’s address is **Jl. Subang No. 10, Menteng, Jakarta 10310**, and it is called the Subang Office. This office consists of projects of Resilient Nature (RN) cluster which are Land and Seascape Solutions for Indonesia (SOLUSI), Accelerating Indonesia’s Climate and Biodiversity Actions and Transformation (ACT) (previously Climate and Biodiversity Hub Indonesia), Solutions for Marine and Coastal Resilience in the Coral Triangle (SOMACORE), Living High Seas (LHS), Green Public Finance (FAST), Global Biodiversity Framework Implementation (GBFI), and Service Unit Resilient Nature Cluster for a total of up to 40 personnel.

To ensure that the office operational runs smoothly, the Office needs of photocopy machine in good working condition and operate efficiently, with regular maintenance.

**Objectives of the assignment**

The company provides machine with satisfaction service to ensure the machine always in a good function and be able for copying, scanning, and printing document.

3. GIZ shall hire the contractor for the anticipated contract term, from **01.01.2027** to **31.12.2027.**

4. The contractor shall provide the following work/service

**1 (one) Unit: Digital B/W & Colour Multi-function Photocopy Machine, Print and Scan Device**

<u>with minimum requirement as follows:</u>

- Condition: New or maximum usages is 3 months (1000 click)
- Type: Console, Digital Multifunctional Printer, Scan to e-mail, Photocopy
- Duplex Copy Print & Scanner
- Secure Printing: RFID Card access/secure printing (optional)
- Paper Size: A4, A3
- Function: Copy, Print, Scan All Colour
- Estimated printing volume per month/machine: **3.000 Colour /1.500 BW**
- Engine Speed for Copy & Printer:
  - Black and White: Minimum 50 ppm
  - Colour: Minimum 50 ppm
- Engine Speed for Scanner: Minimum 50 Original/Minute, for Both Two-sided and One sided (duplex)
- Resolution Copy: at least 600 x 600 dpi
- Resolution Print: at least 1200 x 1200 dpi & 600 x 600 dpi
- Resolution Scanner: at least 600 x 600 dpi, Via User Setting.
- First copy time: Max 15 Sec
- Continuous Copy: 999
- Paper Capacity: Max 2.100 Sheets
- Memory: Min 3 GB
- Hard Disk: Min 256 GB
- Scan Destinations: Scan to e-mail MUST Support OAuth 2.0. SMTP
- Document Feeder Capacity: Duplex Single Pass Feeder, min: 150 Sheets
- Zoom Range: 25% to 400%
- File Formats: TIFF, PDF, PDF/A, JPEG, XPS, encrypted PDF, Compact PDF
- Device Management: Web Based system Setting, Network Utility, Remote Diagnosis & Operation
- Doc Filling HDD Capacity: 20.000 pages or 3.000 Files
- Panel Display with Double buttons B/W and Colour
- Connection: LAN Ethernet Port/Wired LAN and/or Wireless connection
- Support TLS (TLS 1.2 or higher version) for the encryption of the connection to Exchange Online.
- Panel Control device via web-based

**<u>Maintenance:</u>**

- Photocopy papers will be provided by GIZ.
- Provide regular maintenance according to the standard photocopy maintenance procedure (at least once a month) and additional maintenance/upon request should be conducted by the vendor without additional charges.
- Consumable and spare parts replacement should be provided by the vendor.

- An immediate temporary replacement with a similar capability (function) of photocopy machine should be provided by the vendor whenever the machine is out of order for more than 1 x 24 hour.
- The copy cost shall be included engineering services, replacement parts and the provision of supplies (except the provision of paper).
- The Selected vendor should provide cost per page for additional copy (color and BW).
- Rental period: **01.01.2027 – 31.12.2027 (12 months).**
- Installation & Commissioning includes transfer the data (address book) from the previous photocopy machine into the new one

| **Milestones/partial works** | **Date/location/responsibility** | **Criteria for acceptance** |
|---|---|---|
| Installation, data transfer and Training.<br>Monthly usage without any issues | 04.01.2027/Subang Office/IT Officer | Machine runs smoothly, maintenance conducted accordingly. Payment based on recorded usage.<br>Machine runs smoothly, maintenance conducted accordingly. Payment based on recorded usage. |
| Monthly usage without any issues | Every beginning of the following month/Subang Office/IT Officer | |

**OPTION**

After the services put out to tender have been completed, important elements of these tasks can be continued or extended.

Exercising the option will depend on the needs of project. The decision on continuation is expected to be made in the period November or December 2027. If the option is exercised, it is anticipated that the contract term will be extended to **01.01.2028 to 31.12.2028 (12 months).**

The option will be exercised by means of a contract extension on the basis of the unit and price already offered.

## II. Tender requirements

### 1. Quantitative requirements

| **Fee monthly** | **Number of machine/sheets** | **Number of months** | **Comments** |
|---|---|---|---|
| 1 unit photocopy machine | 1 | 12 | Lumpsum |
| Monthly Charges | | | |
| Extra Charge – over copy B/W | 200 pages | 12 | Against evidence |
| Extra Charge – over copy Colour | 300 pages | 12 | |

| | | | |
|---|---|---|---|
| **OPTION**<br><br>1 unit photocopy machine<br><br>Monthly Charges<br>Extra Charge – over copy B/W<br>Extra Charge – over copy Colour | <br><br>1<br><br><br>200 pages<br>300 pages | <br><br>12<br><br><br>12<br>12 | <br><br>Lumpsum<br><br><br>Against evidence |

**Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above.** There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.