

Addendum Notice

Method of procurement

International Disposal by Tender

Procuring Entity

Procuring Entity Name: [Food and Drugs Authority](#)

Procuring Entity Address:

Object of the contract

Tender No : [FDA/TS/NCT/2023-13](#)

Title or brief description of the project or consulting assignment: [Provision of Photocopying, printing, and scanning services for the Food and Drugs Authority](#)

Description of the asset(s): [The Food and Drugs Authority \(FDA\) intends to apply part of its budgetary allocation to fund eligible payments under Call-off Contracts that may be awarded under the Framework Agreement \(FWA\) concluded through this IFT Primary Procurement process for the provision of photocopying, printing and scanning services to the Authority](#)

Procedure

All Tenders must be accompanied by a Tender Security in an acceptable form in the amount of _____ or freely convertible currencies.

or

All Tenders must be accompanied by a Tender Securing Declaration in the format provided in the Tendering Documents.

All Tenders must be electronically submitted in the proper format, at or before [01/03/2023, 13:00](#)

SECTION IV: COMPLEMENTARY INFORMATION

<input type="radio"/> Incomplete procedure
<input checked="" type="radio"/> Correction

Place of text to be added	Text to be added
ENGAGEMENT OF A FIRM FOR PROVISION OF PHOTOCOPYING, PRINTING AND SCANNING	Reference is made to the Tender Documents published on the Ghana Electronic Procurement System (GHANEPs) platform on

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<p>SERVICES FOR FOOD AND DRUGS AUTHORITY THROUGH NATIONAL COMPETITIVE TENDERING (FDA/PSD/2023/A.9/NCT-0018)</p>	<p>Tuesday, 1st February 2023 in relation to the above-mentioned activity.</p> <p>In accordance with ITT 7 of the Tender Document, the following changes have been made to the tender document.</p>
<p>Section I: Invitation for Tenders (Clause 11: Deadline for Submission of Tenders)</p>	<p>In accordance with ITT 21.1 of the Tender, all Tenderers are to note that the closing date of Tender has been changed to Wednesday, 12th April 2023. All tenders are expected to be submitted on the GHANEPS platform by the revised tender closing dated. The time (13:00 Hours GMT) remains unchanged.</p>
<p>2. Section V: – Terms of Reference (Subsection 6.0-Technical Specifications)</p>	<p>a. Subsection 6.1 – Hardware Specification: All tenderers are to note that the colour support listed as part of the required Hardware Specifications in the issued Terms of reference has been removed. The revised required hardware specification are as shown below.</p> <p>MFE Capability:</p> <p>Printing Speed: 47 ppm</p> <p>Color: Monochrome</p> <p>Quantity: 24</p> <p>b. Subsection 6.1 – General Specification: All tenderers are to note that the section on Toner Lifetime CMY and Imaging Unit Lifetime CMY of the General Specifications Table in the issued Terms of reference has been removed since color support is no longer required. The revised General Specification table is as shown below.</p> <p>GENERAL SPECIFICATIONS</p> <p>Type : Electrostatic laser copy, Tandem, indirect</p> <p>Colour Support : Monochrome</p> <p>Copy Resolution – Scan: 600dpi</p> <p>Memory Capacity: 2 GB</p> <p>HDD : 250 GB CPU</p> <p>CPU 1 GHz</p>

Place of text to be added	Text to be added
	<p>Original Type : Sheets • Books • Objects</p> <p>Original Size: • A5 to A3</p> <p>Output Size: A3 wide, A3 to A5</p> <p>Image Loss – Top Edge: Max 4.2mm or less</p> <p>Image Loss – Bottom Edge: Max 3mm or less</p> <p>Image Loss – Sides: Max 3mm or less</p> <p>Warm-Up Time (Time required to start printing when main power switch is turned from OFF to ON : 45 seconds or less</p> <p>First Copy Time: B/W A4: 6.5 seconds or less</p> <p>Copy / Print Speed: B/W A4: 47 ppm</p> <p>Copy / Print Speed: B/W A3: 23 ppm</p> <p>Copy Magnification: 25-450% in 0.1% increments</p> <p>Copy Functions: • Chapter • Cover and page insertion • Proof copy (print and screen) • Adjustment test print • Digital art functions • Job setting memory • Poster mode • Image repeat • Overlay • Stamping • Copy protection</p> <p>Paper Capacity: • 3500 sheets (80g/m2 paper excluding bypass tray)</p> <p>Paper Weight: 64-300g/m2</p> <p>Paper Trays : • Minimum 3 + bypass tray</p> <p>Multiple Copies: • 1 - 9,999</p> <p>Automatic Document Feeder : Auto reversing for duplex scanning, Max 100 sheets A5-A3, 35-210g/m2</p> <p>Auto Duplex: Non-Stack A5-A3; 64-256g/m2</p>

Place of text to be added	Text to be added
	<p>Output Capacity with Finisher : Minimum 3100 sheets</p> <p>Network Protocols : • TCP/IP (IPv4/IPv6) • NetBEUI • LPD • IPP • HTTP • Apple Talk • SMB • SNMP</p> <p>Network Interface: • 10-/100-/1000-Base-T Ethernet RJ-45 • USB 2.0</p> <p>Network Frame Types : • Ethernet 802.2 • Ethernet 802.3 • Ethernet II • Ethernet SNAP</p> <p>Average Monthly Duty Cycle: 60,000 pages</p> <p>Maximum Monthly Duty Cycle: 150,000 pages</p> <p>Toner Lifetime Black: 45,000 pages</p> <p>Imaging Unit Lifetime Black: • 285,000 / 1,145,000 pages (Drum / Developer)</p> <p>Power Requirements: • AC220-245V (50-60Hz)</p> <p>Max Power Consumption: • 2.0kW or less</p> <p>Security: • HDD Data Encryption • Copy Security / Protection • Secure Print • User Authentication • IPsec Support • IEEE 802.1x Support • IP Filtering and port blocking • SSL and TSL network communication • Authentication log • Memory data auto deletion • Print user data encryption</p> <p>Accounting: • Up to 1,000 user accounts Active Directory support (user name + password + email + SMB folder) • User function access definition</p> <p>EQUIPMENT SPECIFICATIONS</p> <p>Resolution: Equivalent to 1800dpi x 600dpi</p> <p>Print Speed: As per Copy / print speeds above</p> <p>Page Description Language: • PCL6 • Postscript 3, XPS</p>

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	<p>EQUIPMENT Driver Operating System Support : • Windows XP / XP 64-bit • Vista / Vista 64-bit • Windows7 / Windows7 64-bit • Windows8 / Windows 8 64-bit • Windows10 / Windows 10 64-bit • Windows11 / Windows 11 64-bit • Server 2003 / Server 2003 64-bit • Server 2008 / Server 2008 64-bit • MacOS 9.x/ OSX 10.x • iOS for iPhone / iPad (driver support through app downloadable form Official Apple AppStore)</p> <p>Fonts : • 80 x PCL • 137 x Postscript</p> <p>Print Functions: • Direct Print of PCL/PS/TIFF/XPS/PDF • Secure Print • Watermark • User Authentication</p> <p>SCANNING SPECIFICATIONS</p> <p>Type: • Duplex - Standard</p> <p>Scan Modes: Network TWAIN • Scan to: • E-Mail • BOX • WebDAV • USB • DPWS</p> <p>Scan Resolution: • 200dpi / 300dpi / 450dpi / 600dpi</p> <p>Scan Output Formats: • PDF • Compact PDF • Encrypted PDF • Searchable PDF (Optional) • JPEG • TIFF • XPS</p> <p>Scan Size: • Max A3</p> <p>Scan Speed/ B/W :• Up to 78 opm @300dpi via AD</p> <p>Scan Destinations: • 2,100 (single + group), LDAP support</p> <p>Scan Functions: • Annotation for PDF, up to 450 job programs</p> <p>USER BOX SPECIFICATIONS</p> <p>Max User Boxes: • 1,000</p> <p>Max Storable Documents: • 3,000 documents or 10,000 pages</p> <p>Type of User Boxes: • Public • Personal (with password or authentication) • Group (with authentication)</p>

Place of text to be added	Text to be added
	<p>Type of System Boxes: • Secure Print • Encrypted PDF Print</p> <p>User Box Functionality : • Reprint • Combination • Download • Sending (e-mail / FTP / SMB) • Copy box to box</p>
<p>3. Section V: – Terms of Reference Subsection 11: – Lease Service Charges</p>	<p>We are reiterating the following provisions on service charges in the issued Terms of Reference for all bidders attention.</p> <p>I. Lease charges shall be on a cost-per-page-per-site (CPPS) (all-inclusive in of consumables, maintenance and replacement of parts and the services of machines and technicians), based on monthly meter readings taken from each machine at each site, as evidenced by the meter reading cards/report.</p> <p>II. Computation will be based on the number of copies shown on the meter reading cards/reports.</p> <p>III. The monthly meter readings shall be conducted by a duly-authorized representative of the FDA and the Service Provider.</p> <p>IV. Kindly note that Table 2: Proposed Billing Statement, has been revised as shown below, since color prints are no longer required per earlier revisions to technical specification:</p> <p>Description</p> <p>PRINTING Cost per unit (a) Expected Monthly consumption</p> <p>Black and White</p> <p>A3 : 1000</p> <p>A4 : 10,000</p> <p>PHOTOCOPY</p>

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	<p>Black and White Photocopy A3: 500 A4 : 10000</p> <p>SCANNING Black and White Scan A3 : 500 A4: 8000</p> <p>SUB-TOTAL NHIL @2.5 % GETFUND @ 2.5% COVID 19 @ 1% Sub Total + NHIL/GETFUND+ COVID 19 VAT @ 15% Grand Total</p> <p>Note: The expected monthly consumption provided by the FDA, in Table 2: Proposed Billing Statement, is not the true reflection of actual consumption at the various sites. As a result, lease charges at the various locations shall strictly comply with bullets I - III above.</p> <p>All other terms and conditions remain unchanged.</p> <p>A scanned copy of Addendum No. 3 is attached in the Tender Document Section of this Notice.</p> <p>Thank you for your co-operation.</p> <p>Signed: DR. DELESE A. A. DARKO CHIEF EXECUTIVE OFFICER</p>

DATE OF DISPATCH OF THIS NOTICE:

(dd/mm/yyyy)