**Annex E** (Amendment 1)

**Technical Compliance Matrix**

*Bidders are requested to demonstrate compliance with the following requirements, and also add any further information in support of their proposal. Please refer to the relevant section of the Terms of Reference (ToR) for further explanation of the requirements, as applicable. The information on the below table shall form an integral part of the technical evaluation. Bidders should avoid simply writing “comply” without providing further information or evidence to support the claim, as this will not generally reflect well in the evaluation. Reference can be made to Annexes or other material in the Bid. Please fill out the below two tables and include them in your “Technical Envelope” proposal, together with supportive documentation, as applicable.*

**Table no. 1 – Mandatory Requirements (Pass/Fail Criteria)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Mandatory Requirement** | **Bidder’s Response**  *tick whichever is applicable* | | **Bidder’s**  **Clarification**  **This column must include references to the Technical Proposal for verification purposes**  ***(kindly provide document name &***  ***page number/section)*** |
| **“Yes”** | **“No”** |
| **A. Bidder Requirements** | | | | |
|  | Bidder has a valid software vendor/manufacturer certification and is authorized to sell the offered products. Evidence must be provided. | **□** | **□** |  |
|  | Bidder shall provide at least two references in table below, for which services of a similar size or complexity as stated within this tender document have been provided within the last two years and must have successfully managed the type of services that the OSCE is seeking for the last two consecutive years. Documentation to support these requirements must be submitted. The OSCE reserves the right to call and/or visit the references provided by the Bidder during technical evaluation.  Bidder shall list the company name, address, telephone number and contact person for each reference. A brief description of the services provided shall accompany each reference. The OSCE may contact any or all references regarding the quality of effort, timeliness of support, and general overall services provided by the Bidder. The OSCE shall decide if the reference provided a “favourable” rating. If a rating other than “favourable” is obtained, the OSCE may decide to make this requirement as “FAIL”. | **□** | **□** |  |
|  | Bidder shall confirm that billing can be done electronically as specified in ToR. | **□** | **□** |  |
|  | Bidder shall confirm that current and future Windows environment are supported as specified in ToR. | **□** | **□** |  |
|  | Bidder shall confirm availability to complete deployment by 31th December 2022. Please state your deadline for OSCE to place the purchase order to achieve this.  If delivery is not possible e.g. due to global delivery situation completed at the end of year, please provide alternative schedule. | **□** | **□** |  |
|  | Bidder shall confirm flexibility to add/replace/remove equipment during contract +/- 10% at a prorated cost.  Equipment added at a later stage must not be billed retroactively for the full contract duration already passed. | **□** | **□** |  |
|  | Bidder shall confirm that Bindomatic is offered as specified in the ToR. | **□** | **□** |  |
|  | Bidder shall confirm an OSCE TEST system based on-site PoC is possible in Q4/2022 and provide a time schedule accordingly. | **□** | **□** |  |
|  | Bidder shall confirm that any Microsoft Active Directory authentication traffic is sent encrypted. | **□** | **□** |  |
|  | Bidder shall confirm that Scan2email based on secure LDAP is available. | **□** | **□** |  |
|  | Bidder shall confirm that all supplies (except paper) and services/maintenance is part of the click price. | **□** | **□** |  |
|  | Bidder shall confirm that Environmental footprint is certified, please provide evidence for all device types. | **□** | **□** |  |
|  | Bidders shall confirm that minimum technical specifications are met for repro b/w devices, according to the required specifications of the ToR. | **□** | **□** | Please fill corresponding specifications in table 3 below |
|  | Bidders shall confirm that min tech specs are met for floor colour devices, according to the required specifications of the ToR. | **□** | **□** | Please fill corresponding specifications in table 3 below |
|  | Bidders shall confirm that minimum technical specifications are met for office team devices, according to the required specifications of the ToR. | **□** | **□** | Please fill corresponding specifications in table 3 below |
|  | Bidders shall confirm that minimum technical specifications are met for office personal VIP devices, according to the required specifications of the ToR. | **□** | **□** | Please fill corresponding specifications in table 3 below |
|  | Bidder shall provide a device management solution that is able to (at least but not limited to) perform firmware updates, central changes of SMTP server, certificates and LDAP-user/password; reporting, statistics, alerting, error logging. | **□** | **□** |  |
|  | Bidder shall provide plan proposal on sequenced rollout. | **□** | **□** |  |
|  | Bidder shall confirm ability of PoC implementation on OSCE Test systems documentation and subsequent installation in Production system. | **□** | **□** |  |
|  | Bidder shall confirm 802.1x device support incl ability to automate annual certificate renewal and management | **□** | **□** |  |
|  | Bidder shall provide proposal/strategy on colour saving  Describe in detail the technical options proposed for printing cost reduction, such as print routing, defaulting in b/w, etc. | **□** | **□** | Please attach separately in tech proposal |
|  | Bidder shall confirm SNMPv3 device support | **□** | **□** |  |
|  | Bidder shall confirm native Apple AirPrint support | **□** | **□** |  |
|  | Bidder shall confirm and describe the device management solution and describe requested features. | **□** | **□** | Please attach separately in tech proposal |
|  | Provide evidence and details demonstrating bi-annual maintenance and firmware update concept. | **□** | **□** |  |
|  | Describe the solution and network architecture, provide diagram and list of ports required. | **□** | **□** | Please attach separately in tech proposal |
|  | Provide updated floor maps with your proposal including printer location and types unless identical locations (preferred) | **□** | **□** | Please attach separately in tech proposal |
|  | **FINAL MARK - (PASS / FAIL)** |  |  |  |

**NOTE:** ONLY THE COMPANIES THAT PASSED TECHNICAL EVALUATION WILL BE FINANCIALY EVALUATED.

**Table no. 3 – Device Specifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder Specifications | repro b/w | floor colour | office team | office personal |
| MFP |  |  |  |  |
| LAN |  |  |  |  |
| USB |  |  |  |  |
| ppm |  |  |  |  |
| max. dB (A) |  |  |  |  |
| magazin min |  |  |  |  |
| Colour |  |  |  |  |
| Badge cardreader |  |  |  |  |
| Envelope |  |  |  |  |
| A5 |  |  |  |  |
| A4 |  |  |  |  |
| A3 |  |  |  |  |
| Duplex |  |  |  |  |
| Print resolution min. |  |  |  |  |
| PCL6 |  |  |  |  |
| PS3 |  |  |  |  |
| Send2PDF OCR (readable and compressed) |  |  |  |  |
| Send2JPG |  |  |  |  |
| ADF |  |  |  |  |
| scan resolution min |  |  |  |  |
| paper weight supported min |  |  |  |  |
| 1st page out (sec) max |  |  |  |  |
| Staple |  |  |  |  |
| Sort |  |  |  |  |
| Length max |  |  |  |  |
| Height max |  |  |  |  |
| Depth max |  |  |  |  |
| Width max |  |  |  |  |
| power consumption (stand by) max |  |  |  |  |
| power consumption (print) max |  |  |  |  |
| quick copy (pause current print job to make copies) |  |  |  |  |
| Hard-disk encryption 128bit AES |  |  |  |  |
| Secure LDAP enabled |  |  |  |  |
| Microsoft AD enabled |  |  |  |  |
| 802.1x protocol (incl cert mgmt software) |  |  |  |  |
| same display/user interface across all devices |  |  |  |  |
| single central reporting |  |  |  |  |
| single central management including firmware upgrades |  |  |  |  |

**Table no. 4 – Power Consumption Specifications**

|  |  |  |
| --- | --- | --- |
| No. | Equipment | TEC value |
| 1. | Production devices |  |
| 2. | Floor Colour |  |
| 3. | Office Devices |  |
| 4. | Personal (VIP) |  |

**Table no. 5 – Delivery Schedule and Quantities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of machine** | **Qty** | **Model and p/n** | **Delivery  Period**  **(in business calendar days)** | **Installation Period**  **(in business calendar days)** |
| Production devices |  |  |  |  |
| Floor Colour |  |  |  |  |
| Office Devices |  |  |  |  |
| Personal (VIP) |  |  |  |  |
| Bindomatic | 1 | Model 7000 |  |  |

NOTE: The delivery and installation of the copy machines shall start on 05 December 2022 and be completed by December 31, 2022.

**Table no. 6 – Team Composition and Task Assignments**

Please provide detail on the composition of the Team that will be delivering services under the expected Contract, including Task Assignments.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Position** | **Task** |
| 1. |  | *Account Manager* | *Main point of contact* |
| 2. |  | *Project Manager for rollout* |  |
| 3. |  | *Technical MFP Device Specialist* |  |
| 4. |  | *Technical Device Management Software Specialist* |  |
| 5. |  | *Support Contact* |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

**Table no. 7 – Customer/Project References**

Bidders are requested to provide at least three references for similar sized projects with the products requested by the OSCE. Please clarify which products were used. The OSCE may contact the reference(s) provided to inquire information on overall customer satisfaction and quality of services delivered; the OSCE will notify the Bidder concerning its intention to approach the reference provided. For the reference project, it is important to provide brief description, role of the Bidder and methodology applied to achieve the result. Services previously provided to the OSCE may NOT be included.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Customer** | **Project Description** | **Contact details** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Table no. 8 – Firewall/IP and Ports communication list**

OSCE operates a deeply segregated IP network and requires a detailed list of IP communication. Bidders are requested to provide e.g. server to server, or server to printer and other paths of communication as per annexed sample table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Source host** | **Destination host** | **Description** | **Protocol** | **Port** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |