

Pricing Format

The Bidder is required to analyse the information provided in the SoW, including Annex I – III and provide the IAEA with the commercial proposal, which includes the pricing information as per the below.

1. Management of the network printers owned by the IAEA

Following the information provided in Annex I – HP LAN Printers in Use and Annex II – Print Statistics for 2019 (post-pandemic period) and Annex III – Specifications, the Bidder shall provide the IAEA with the following:

- 1.1. List of existing network devices which is recommended to include in the managed pool because they are not out of lifecycle, not damaged, and there is a possibility to extend the hardware to use the 'follow me' secure printing. The Bidder is required to quote a price for the monthly 'maintenance and support' similar to MFPs mentioned in section 2.1., including providing the information when a device on this list will reach the end of life.

2. New MFPs devices

The Bidder shall provide pricing information for the specifications of printers listed in Annex III – Specifications as follows:

- 2.1. List of new MFPs that would replace the existing network devices because they are out of lifecycle or damaged and/or cannot support the 'follow me' secure printing and become a part of a managed pool, mentioning the IAEA printer category/name (e.g., Category I, Standard Office, etc.) and the IAEA cost centre (e.g., MTBF) and providing a monthly rent for each printer category. The monthly rent shall include the following costs:
 - 2.1.1. Hardware transportation;
 - 2.1.2. Installation, configuration and removal upon decommissioning;
 - 2.1.3. Print server and software updates;
 - 2.1.4. Device management and software licenses necessary to manage devices and create reports;
 - 2.1.5. Maintenance, including service calls and incident resolution;
 - 2.1.6. Administration, including Contractor's on-site and off-site personnel, reporting (ref. SoW, 14. – Reporting and 24. – KPI Reporting) and data analysis, device monitoring and print-related help desk administration;
 - 2.1.7. Cost of the possible relocation of a device to fill IAEA requests;
 - 2.1.8. Cost of all necessary replacement parts needed to keep the device running and support cost to install equipment and spare parts; and

2.1.9. Considering options (e.g., fax or wireless capabilities).

2.2. Optional: Price of a portable printer as a stand-alone device for travel (max weight 1,5kg);

3. Consumables

3.1. Bidder is requested to provide a list of consumables for network printers and MFPs listed in Annex III – Specifications (the IAEA does not require to quote for the printing paper).

3.2. The price of consumables shall include the cost of delivery, installation and disposal.

3.3. Bidder shall include the following information: product number, description, price, and indicate compatibility with other printers.

4. MFPs for conferences

4.1. The Bidder shall provide MFPs devices that will be used temporarily during conferences; the specification of MFP shall be similar to the one mentioned in Category III of Annex III – Specifications. The Bidder shall offer the following services:

4.1.1. Option I: Cost of daily rent of the MFP and price for 'pay per click' for B/W and CLR; and

4.1.2. Option II: 'Pay per click' for B/W and CLR, including daily rent and other costs.

4.2. The daily rent for MFP shall include the cost of consumables, transportation to and from the IAEA, installation, configuration (e.g., connection to the IAEA LAN), maintenance and support, warranty; if scanning is provided at the additional cost, please indicate.

4.3. The rate for the technical assistance during conferences shall be for on-site activities during and outside of the IAEA regular Working Hours and Holidays (ref. SoW, 5.3., 11. and 23.3.).

4.4. There is an option available to store MFPs for conferences at the IAEA premises to reduce transportation costs and possible damage to the equipment. In case this option is interesting to the Bidder, please confirm it and provide additional details.

5. Optional: Services for the IAEA Monaco

The IAEA has Environmental Laboratories in Monaco, which utilise several MFPs and printers. The Bidder is welcome to indicate in its proposal where the offered services can be extended to address the requirements of the IAEA Laboratories in Monaco, providing any relevant details (e.g., how the service will be delivered). The IAEA will evaluate the information and, if it deems it necessary, will negotiate a detailed proposal.

6. Additional Requirements and Conditions

6.1. The IAEA does not guarantee any maximum/minimum print volume neither number of consumables.

- 6.2. Based on the information provided by the IAEA, the Bidder is required to calculate a price for five (5) years of rental for MFPs of the managed pool (ref. 1.1. and 2.1.).
- 6.3. The IAEA expects the price of consumables, rent of MFPs, maintenance and support, the daily rent for conference MFPs, and technical support to be fixed for a five (5) years period. The Bidder is required to indicate the validity of the prices offered.
- 6.4. The Bidder shall provide pricing information in Microsoft Excel format; additional details of the commercial proposal can be provided separately in Adobe Acrobat format.
- 6.5. The assumption is made, all existing printers owned by the IAEA are fully functioning. For these MFPs recommended to be kept, the IAEA will require to perform the test to determine whether the device is not damaged and fully functional.
- 6.6. The IAEA does not possess detailed information regarding the existing local HP printers (i.e., non-LAN printers). These devices might be replaced by the IAEA based on the pricing information offered by the Bidder.