Notice to Tenderers

<u>NOTICE TO TENDERERS NO:</u>   1

Banana Shire Council (BSC) has received a query with respect to the Tender. The following has been reviewed:

<u>ADDITIONAL INFORMATION</u>

Banana Shire Council has identified and updated the following information:

1. In general, brief site inspections prior to the provision of pricing is beneficial, does council hold this offer open to respondents or would it prefer to leave this for the successful applicant?

Happy for site visits to take place if it means that you are able to provide the best response.

2. Does council have a project timeline with a target date for finalisation?

No will be agreed with successful supplier but will be staged to be able to manage user impact. Papercut will be designed and implemented once the rollout of the printer hardware has been completed.

3. What ITSM does council utilise? – ref dot point #2, Page 3 of Technical Specifications

Council uses Layton Servicedesk so not able to integrate but should be able use industry techniques to integrate with industry standard sServicedesk software.

4. Does council have an MDS in mind? - ref dot point #4, Page 3 of Technical Specifications

Council uses Magiq eDMS and will be upgrading to Content Manager eDMS within the next 12 months.

5. Schedule J1of the Response, refers to the completion of an excel attachment, can you please advise where we can obtain this document?

It is asking for pricing to be in Excel format using your spreadsheet template.

6. Page 2 of Technical Specifications, notes 4 device types and page 6,7 of the same document lists 2 device types (Large & Small MFP) in a table with their locations;

   a. Does council have a preference for which device type the remaining 21 printers noted in this table are to be in addition to the 15 Large MFP's?

Council is happy to standardise the Small MFD to a single type device if you can justify the business case to do it.

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7. Can you please provide print volumes by device and location split between Mono and Colour?

Council is unable to provide this information so suggest using 250 pages per month per device.

8. With 12 mapped locations, is there any intention for the 5 locations without printers to be provided with one as part of this process?

Council will probably kit those other 5 locations and will use the MFP provided by the supplier in the tender response which suits the site.

<u>Tender Submission</u>

Tender Response and attachments will be accepted via email submission to tenders@banana.qld.gov.au or via Dropbox. Hard Copies are not required.

Dated: 1st July 2024