



BID SPECIFICATION

STATE INFORMATION TECHNOLOGY AGENCY (SOC) LTD

Registration number 1999/001899/30

RFB REF. NO:	RFB 2803-2023
DESCRIPTION	SUPPLY AND INSTALL OF 2 (TWO) CUT SHEET HIGH-SPEED MONOCHROME PRINTERS INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF (06) SIX YEARS
PUBLICATION DATE	14 September 2023
BRIEFING SESSION	A Non - Compulsory Virtual Briefing Session will be held as follows: Date: 27 September 2023 Time: 10:00 am (South African Time) Click here to join the meeting
CLOSING DATE FOR QUESTIONS AND ANSWERS	28 September 2023
RFB CLOSING DETAILS	DATE: 09 October 2023 TIME: 11am (SOUTH AFRICAN TIME) PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)
PUBLIC OPENING OF RFB RESPONSES	09 October 2023
RFB VALIDITY PERIOD	200 DAYS FROM THE CLOSING DATE

**PROSPECTIVE BIDDERS MUST REGISTER ON NATIONAL TREASURY'S
CENTRAL SUPPLIER DATABASE PRIOR TO SUBMITTING BIDS.**

Contents

ANNEX A.1: INTRODUCTION	3
1.1. PURPOSE	3
1.2. BACKGROUND	3
2. SCOPE OF BID	3
2.1. SCOPE OF WORK	3
2.2. DELIVERY ADDRESS	3
2.3. CUSTOMER CURRENT INFRASTRUCTURE	3
3. BID EVALUATION STAGES	3
ANNEX A.2: ADMINISTRATIVE PRE-QUALIFICATION (STAGE 1)	5
4. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS	5
4.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION	5
4.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS	5
ANNEX A.3: TECHNICAL MANDATORY REQUIREMENTS (STAGE 2)	6
5. TECHNICAL MANDATORY REQUIREMENTS	6
5.1. INSTRUCTION AND EVALUATION CRITERIA	6
5. No URL REFERENCES OR LINKS WILL BE ACCEPTED AS EVIDENCE.	6
5.2. TECHNICAL MANDATORY REQUIREMENTS	6
5.3. DECLARATION OF COMPLIANCE	8
ANNEX A.4: SPECIAL CONDITIONS OF CONTRACT (SCC) (STAGE 3)	9
6. SPECIAL CONDITIONS OF CONTRACT	9
6.1. INSTRUCTION	9
6.2. SPECIAL CONDITIONS OF CONTRACT	9
6.3. DECLARATION OF COMPLIANCE AND ACCEPTANCE SCC	14
ANNEX A.5: COSTING AND PREFERENCE (STAGE 4)	15
7. COSTING AND PREFERENCE	15
8. PREFERENCE REQUIREMENTS	17
9. ABBREVIATIONS	21
ANNEX B: BIDDER SUBSTANTIATING EVIDENCE	22
10. MANDATORY REQUIREMENT EVIDENCE	22
ANNEX C: ADDENDUM 1	24

ANNEX A.1: INTRODUCTION

1.1. PURPOSE

The purpose of this Request for BID (**RFB**) is to invite bidders (hereinafter referred to as “bidders”) to submit bids to supply and install two (02) cut sheet high-speed Monochrome printers including maintenance and support for a period of six (6) years at SITA Beta Data Centre in Pretoria.

1.2. BACKGROUND

The Beta data centre is responsible for the printing of about 166 Government department pay slips and several municipality accounts. SITA embarked on the downsizing of the print facilities in the regions KZN, Eastern Cape and Free State. To this end, all printing and folding tasks are spooled to BETA data centre for printing and processing. The capacities at BETA are limited to cut sheet 5 monochrome printers and the current two printers are end of life.

The printing machines are used on a daily basis and cater for (166) Government National and Provincial Departments and (06) Municipalities for whom it prints Persal payslips, reports and municipal accounts. Both the new machines are part of the printing solution at the BETA facility, printing more than eight (08) million images per month and the print demand is dependent on the capacity of both these printers.

2. SCOPE OF BID

2.1. SCOPE OF WORK

The scope of work by the bidders is to supply and install two (02) high speed cut sheet Monochrome digital laser printers with maintenance and support. The printers must print a minimum of 300 (three hundred) pages per minute.

2.2. DELIVERY ADDRESS

Table 1: Physical Address

No.	Physical Address
1.	SITA Beta Building, 222 Johannes Ramokhoase Street, Pretoria, Gauteng

2.3. CUSTOMER CURRENT INFRASTRUCTURE

Table 2: Customer Current Infrastructure

1.	Adequate interface cables to ensure connectivity to existing systems and networks.
2.	The printer must integrate with the current PRISMA via TCPIP.

3. BID EVALUATION STAGES

1. The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.
2. The bidder must meet all mandatory requirements and minimum threshold (if required in the bid document) to be eligible to proceed to the next stage of the evaluation.

Table 3: Bid Evaluation Stages

Stage #	Description	Applicable for this bid (YES/ NO)
Stage 1	Administrative pre-qualification verification	YES
Stage 2	Technical Mandatory requirement evaluation	YES
Stage 3	Special Conditions of Contract verification	YES
Stage 4	Price / B-BBEE evaluation	YES

ANNEX A.2: ADMINISTRATIVE PRE-QUALIFICATION (Stage 1)

4. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

4.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

1. The bidder must comply with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.
2. If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to –
 - (a) Reject the bid and not evaluate it, or
 - (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

4.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

1. **Submission of bid response:** The bidder has submitted a bid response documentation pack-
 - (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
 - (b) in the correct format as one original document, one copy and two copies on memory stick / USB.
2. **Attendance of briefing session:** Non-compulsory briefing session required.
3. **Registration on National Treasury Central Supplier Database:** The bidder is, in terms of National Treasury Instruction Note 3 of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

ANNEX A.3: TECHNICAL MANDATORY REQUIREMENTS (Stage 2)

5. TECHNICAL MANDATORY REQUIREMENTS

5.1. INSTRUCTION AND EVALUATION CRITERIA

1. The bidder must comply with ALL the requirements by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
2. The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
3. The bidder must complete the declaration of compliance as per section 5.2 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
4. The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.
5. No URL references or links will be accepted as evidence.

5.2. TECHNICAL MANDATORY REQUIREMENTS

TECHNICAL REQUIREMENTS	MANDATORY	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
1. BIDDER CERTIFICATION / AFFILIATION REQUIREMENTS The Bidder must be an OEM/OSM or accredited with the OEM/OSM to provide Cut sheet High-speed Monochrome printers.		Attach to ANNEX B a copy of a valid documentation (certification, or letter) as proof that the bidder is an OEM/OSM or accredited with the OEM/OSM to provide Cut sheet High-speed Monochrome printers. Note (1): SITA reserves the right to verify the information provided.	<provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 10.1 >
2. BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS The Bidder must have supplied, installed, maintained and supported Cut sheet High-speed Monochrome printers to at least one (1) customers over the last five (5) years.		The Bidder must provide all of the following reference details from at least one (1) customer to whom the supply, installation, maintenance and support of Cut sheet High-speed Monochrome printers were provided during the past five (5) years: (a) Company name; and	<provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 10.2 >

TECHNICAL REQUIREMENTS	MANDATORY	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
		<p>(b) Reference Person Name, Tel and/or email; and</p> <p>(c) Project Scope of Work; and</p> <p>(d) Project Start and End-date.</p> <p>Note (1): Failure to complete Table 8 fully will result in disqualification</p> <p>Note (2): SITA reserve the right to verify information provided.</p>	
<p>3. BIDDER REPORTING, MONITORING AND EVALUATION SYSTEM</p> <p>The Bidder must have a reporting system that can supply reports on every job printed.</p>		<p>Attach to Annex B a sample of a report in XLSX or CSV format of a daily or monthly i.e. job name, time in, time completed, amount duplex and amount simplex pages printed.</p> <p>Note (1): SITA reserves the right to verify the information provided.</p>	<p><provide unique reference to locate substantiating evidence in the bid response – see Annex B, 10.3></p>
<p>4. TECHNICAL PRODUCT/SERVICE FUNCTIONAL REQUIREMENTS</p> <p>The Bidder must confirm compliance to the Product / Service Functional Requirements for the monochrome printer solution.</p>		<p>The Bidder must confirm that they comply with the Technical Product / Service Functional Requirements by completing and signing ANNEXC, Addendum 1.</p> <p>Note: (1): Failure to comply with this requirement will result in disqualification.</p> <p>Note (2): SITA reserves the right to verify the information provided.</p>	<p><provide unique reference to locate substantiating evidence in the bid response – see Annex B, 10.4></p>

5.3. DECLARATION OF COMPLIANCE

	Comply	Not Comply
<p>The bidder declares by indicating with an “X” in either the “COMPLY” or “NOT COMPLY” column that –</p> <p>(a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 5.2 above; AND</p> <p>(b) Each and every requirement specification is substantiated by evidence as proof of compliance.</p>		

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ANNEX A.4: SPECIAL CONDITIONS OF CONTRACT (SCC) (Stage 3)

6. SPECIAL CONDITIONS OF CONTRACT

6.1. INSTRUCTION

1. The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
2. SITA reserves the right to –
 - (a) Negotiate the conditions; or
 - (b) Automatically disqualify a bidder for not accepting these conditions; or
 - (c) Award to multiple bidders; or
 - (d) Not to award; or
 - (e) To do a partial award.
3. In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with **subsection 6.1 (2)** above.
4. The bidder must **complete the declaration of acceptance** as per **section 6.3** below by marking with an “X” either “ACCEPT ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

6.2. SPECIAL CONDITIONS OF CONTRACT

1. CONTRACTING CONDITIONS

- (a) **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement) with SITA.
- (b) **Right of Award.** SITA reserves the right to award the contract for required goods or services to multiple Suppliers.
- (c) **Right to Audit.** SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

2. DELIVERY ADDRESS

The supplier must deliver the required products or services at as indicated in Section 2.2, Delivery Address.

3. DELIVERY SCHEDULE

- (a) The Supplier is responsible to perform the work as outlined in the following Breakdown Structure (WBS):

WBS	Statement of Work for Service Required
1.	The service provider must also provide their Incident management process with escalation procedure
2.	All consumables i.e. toner, drums, spares, belts and maintenance cost must be included in the click charge. (excluding paper costs)
3.	In-house training for all operational personnel on the operation of the printer and software will be required.
4.	In-house training for all operational personnel on the operation of the printer and software will be required. The training will only be considered completed when the successful bidder certifies in writing that the above-mentioned SITA personnel has completed the training to the supplier / SITA standards and satisfaction and meets the competency levels set by the supplier / SITA.
5.	The successful bidder must include full service and maintenance on the printers on a twenty-four (24) hours per day basis, 7 days a week, 365 days per year, with public holidays included.
6.	Call Outs after hours– Mean time to respond; The response time will be two (2) hours from the time that the call was logged at the supplier mean time to repair three (3) hours Normal calls on an eight (8) hour basis, five (5) days a week Call made during normal office hours.
7.	SITA will allocate an area where operational consumables will be stored. A monthly stock level will be determined by SITA in
8.	Monthly meetings to be scheduled between SITA/Client and service provider and also ADHOC meetings from both sides
9.	Replacements parts must be available on the same day the call was logged
10.	Engineers to be on site during week days and be on standby after hours and weekends

4. SUPPLIER PERFORMANCE REPORTING

- (a) The service provider will report performance to the SITA BETA Operations HOD.
- (b) The service provider will be required to provide reports, including presentations on status of the project on a monthly basis / as required.
- (c) All reporting will be aligned to SITA approved templates.

5. CERTIFICATION, EXPERTISE AND QUALIFICATION

- (c) The Supplier represents that,
 - (i) it has the necessary expertise, skills, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition and;
 - (ii) it is committed to provide the Services; and
 - (iii) perform all obligations detailed herein without any interruption to SITA.
- (d) The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the Services;

- (e) The Supplier must perform the services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition.

6. LOGISTICAL CONDITIONS

- (f) In the event that SITA grants the Supplier permission to access SITA's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.
- (c) Tools of Trade. The Supplier must bring own tools of trade.
- (d) On-site and Remote Support. The Supplier must be available on-site.

4. REGULATORY, QUALITY AND STANDARDS

- (a) The Supplier must for the duration of the contract ensure compliance with ISO/IEC General Quality Standards, ISO9001
- (b) The Supplier must for the duration of the contract ensure compliance with Protection of Personal Information Act, 2013 (POPIA).

5. SECURITY SCREENING AND SECURITY CLEARANCE REQUIREMENTS

- (a) Company security screening: The supplier may be required to undergo a company security screening conducted by the State Security Agency (SSA). Should the SSA find the supplier not suitable after the conduct of the security screening, the business relationship will be terminated. The following documentation will be required for the company security screening process to be conducted:
 - (i) Copy of company registration documentation;
 - (ii) Copy(ies) of identity documentation of Director(s), Member(s) or Trustee(s);
 - (iii) Copy of valid tax clearance certificate.
- (b) Security suitability check for individuals: SITA may, at its own discretion and in line with its policies and procedures, require employees of the supplier to be subjected to a security suitability check before commencement of a project or delivering of a service. The security suitability check is conducted by SITA in order to ensure that individuals meet the minimum-security requirements and also to verify personal information. The supplier will be required to replace any employee(s) who is found to be not suitable after the conduct of the security screening. The following documentation will be required for the security suitability check:
 - (i) Copy of identity document;
 - (ii) Copy(ies) of qualification(s) if SITA requires verification thereof;
 - (iii) Fingerprints – will be taken electronically;
 - (iv) Signed consent form for the conduct of background checks.
- (c) Security clearance: A security clearance, issued by either the SSA or Defence Intelligence (DI) is required if any employee of the supplier will have or may gain access to classified information throughout the duration of the project or in the process of delivering a service. The level of security clearance required – Confidential, Secret or Top Secret, will be determined at the sole discretion of SITA. The supplier will have to replace any employee who do not qualify for a security clearance or is found not suitable by the SSA or DI. The following documentation will be required for the security clearance process:
 - (i) Completed Z204 or DD1057 security clearance application form;

- (ii) Fingerprints;
- (iii) Personal documentation of the applicant, including but not limited to, identity document, passport, marriage certificate (if applicable), divorce order (if applicable), qualifications, salary advice and bank statements.

7. **CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**

- (a) The service provider must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
 - (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
 - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
 - (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
 - (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
 - (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
 - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
 - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
 - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
 - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;

- (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;
- (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

8. INTELLECTUAL PROPERTY RIGHTS

- (d) SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
 - (i) termination or expiration date of this Contract;
 - (ii) the date of completion of the Services; and
 - (iii) the date of rendering of the last of the Deliverables.
- (e) If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control.
- (f) SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (g) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.

9. SUPPLIER DUE DILIGENCE

SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof

10. GENERAL

- (h) The supplier will be bound by Government Procurement: General Conditions of Contract.
- (i) (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (j) SITA reserves the right to:
 - (i) Negotiate the conditions, or
 - (ii) Automatically disqualify a bidder for not accepting these conditions.

(iii) Right to Audit: SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct probity to ascertain whether a qualifying bidder has the technical capability to provide the goods and services as required by this tender.

(k) "The parties in this Agreement agree that the offer price of all the equipment shall be at the wholesale price or below wholesale price as agreed with the OEM. Should, at any time during the existence of the agreement that the offered price which is higher than the wholesale price or as agreed with the OEM, SITA client shall be entitled to such wholesale price with the exclusion of the mark-up which the reseller may have charged".

NOTE: These conditions will form part of the contract obligations and suppliers are expected to comply in order for SITA to conclude an agreement with the potential suppliers. Failure to comply during finalisation of a contract may result to disqualification.

6. COUNTER CONDITIONS

a) Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

7. FRONTING

(a) The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA any form of fronting.

(b) The SITA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.

6.3. DECLARATION OF COMPLIANCE AND ACCEPTANCE SCC

I (we), the bidder hereby declare that I (we) **accept ALL** the Special Conditions of Contract as specified in **Section 6.2** above and shall comply with all stated obligations:

Name of Bidder: _____ Signature: _____

Date: _____

ANNEX A.5: COSTING AND PREFERENCE (Stage 4)

7. COSTING AND PREFERENCE

7.1.1 COSTING AND PREFERENCE EVALUATION

- (1) In terms of the SITA Preferential Procurement Policy (PPP), the following preference point system is applicable **for this Bid**:
 - (a) the 80/20 system (80 Price, 20 Specific Goals) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
 - (b) the 90/10 system (90 Price and 10 Specific Goals) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- (2) The Bidder must complete **either the 80/20 or 90/10 preference point system** based on the offer submitted by the Bidder and submit proof of documentation required in terms of this tender.
- (3) SITA reserve the right to apply either the **80/20, or 90/10** preference point system based on the following conditions:
 - (a) If the lowest acceptable bid price is up to and including R50 000 000 (all applicable taxes included) then the 80/20 preferential point system will apply to all acceptable bids; **or**
 - (b) If the lowest acceptable bid price is above R50 000 000 (all applicable taxes included) then the 90/10 preferential point system will apply to all acceptable bids;
- (4) Points will be allocated for each of the **Preferential Goal Requirements** for this tender as indicated in **table 5**, dependant on paragraphs (2) and (3) above.
- (5) The maximum points for this tender will be allocated as follows, subject to paragraph 4 above.
- (6) Points for this tender shall be awarded for:
 - (a) Price; and
 - (b) Preference points for specific goals.

Table 4: Bid Evaluation Stages

Description	Points Table 6A	Points Table 6B
Price	80	90
Preference points for specific goals	20	10
Total points for Price and preference points for specific goals	100	100

7.2 COSTING AND PRICING CONDITIONS

1. SOUTH AFRICAN PRICING

The total price must be VAT inclusive and be quoted in South African Rand (ZAR), payable yearly in advance.

2. TOTAL PRICE

2.1 Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions:

- (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
- (b) The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
- (c) All additional costs must be clearly specified.
- (d) The delivery of licenses and maintenance will be paid annually for the active year.
- (e) SITA reserves the right to: negotiate pricing with the successful bidder prior to the award as well as envisaged quantities

2.2 These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

2.3 The bidder must complete the declaration of acceptance as per **section 7.3** below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

3. BID PRICING SCHEDULE

- a) Bidders **must** complete the bid pricing schedule in the Excel spreadsheet format provided and upload this as part of their submission.

7.3 DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
1. The bidder declares to ACCEPT ALL the Costing and Preference conditions as specified in section 7.2 above by indicating with an "X" in the "ACCEPT ALL" column, or		
2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 7.2 above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the condition not accepted.		
Comments by bidder: Provide the condition reference, the reasons for not accepting the condition.		

8. PREFERENCE REQUIREMENTS

8.1 INSTRUCTION AND POINT ALLOCATION

- (1) **The bidder must complete in full all the PREFERENCE requirements.**
- (2) **Allocation of points per requirements:** The points allocation of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (3) **Points will be allocated for each PREFERENCE requirement as per the criteria set in tables 7A, or 7B, based on the offer submitted by the Bidder.**
- (4) **The bidder must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response, as "NOT COMPLY". The evidence needs to be attached to **ANNEX B**.
- (5) **Preference Goal Requirements:**
 - (a) **The Bidder must complete either the 90/10 or 80/20 preference point system based on the offer submitted by the Bidder and submit proof or documentation required in terms of this tender.**
 - (b) The specific Preferential Goal Requirements for this tender is indicated in **table 5** below.
 - (c) The Bidder **must indicate their commitment** to claim points for each of the preference points by signing at par 4.5 in the Invitation to Bid document.
 - (d) Failure on the part of a bidder to submit proof or documentation required or to comply to paragraph (b) above in terms of this tender to claim preference points for the **Preference Goal Requirements** for this tender, will be interpreted to mean that preference points are not claimed.
 - (e) The Bidder's **commitment** for the **Preference Goal Requirements** in this tender will be **legally binding** and the Bidder needs to **perform against their commitment** for the duration of the contract which will form part of the Contractual Agreement.
 - (f) The Bidder **must sustain, or improve** the company's **BBBEE Level** for the duration of the contract which will form part of the Contractual Agreement.
 - (g) Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report to SITA indicating progress against the Bidder's Preferential commitments **within 30 days after each quarter from the commencement date of the contract**.
 - (h) Bidders need to keep auditable substantive records / evidence and upon request by **SITA** must be made available for audit and, or due diligence purposes.
 - (i) **SITA reserves the right to** require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
 - (j) **SITA reserves the right to** verify information / evidence provided by the Bidder.

- (k) **SITA reserves the right to** introduce a **penalty of 1%** of the overall annual year spent by **SITA** for the prior year if the Bidder fails to comply to **paragraphs (e), (f) and (g) above**.

Table 5: Preference Goal Requirements (Specific Goals)

Preference Goal Requirement #	Preferential Goal Requirements (Specific Goals)		
	Preferential Goal Requirements allocated for this tender	Substantiating evidence and evidence reference to be completed by bidder. Evaluation per requirement: Each requirement indicated in the table below must be completed and points will be allocated based on the evidence required below:	Evidence reference
	B-BBEE Requirements		
1)	B-BBEE Requirements: Promotion of Transformational Objectives.	Evidence: The Bidder must provide a copy of relevant evidence for the Preferential Goal points which the Bidder qualifies for. Points allocation: Points will be allocated for bidders that meets the requirements as indicated in either table 6A, or 6B in section 8.1 .	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 10.5 >

Table 6A: B: B-BBEE Points as part of the Preference Goal requirements (Preferential Goal Requirements for (80/20) system)

Note: Bidder to select the section for points they wish to claim (Mark as Y=Yes) in the table below.

Reference #	Contributor Level as defined in the Broad-Based Black Economic Empowerment Act	Local Entity	EME/QS Es	Ownership of at least 51% of People who are:			Score	Bidder to select the section for points they wish to claim (Mark as Y= Yes)
				Woman Owned	Youth Owned	Owned by People living with disabilities		
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
1	Level 1	0	4	8	6	2	20	
2	Level 1	0	4	8	6	0	18	
3	Level 1	0	4	8	0	0	12	
4	Level 2 and 3	0	2	4	2	2	10	
5	Level 2 and 3	0	2	4	2	0	8	
6	Level 2 and 3	0	2	4	0	0	6	
7	Level 4 and 5	0	1	2	1	1	5	
8	Level 4 and 5	0	1	2	1	0	4	
9	Level 4 and 5	0	1	2	0	0	3	
10	Level 6	0	0	0	0	0	0	
11	Level 7	0	0	0	0	0	0	
12	Level 8	0	0	0	0	0	0	
13	Non-Contributor	0	0	0	0	0	0	

Total Maximum Score Allocation: 20

G= A+B+C+D+E+F

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Table 6B: B-BBEE Points as part of the Preference Goal requirements (Preferential Goal Requirements for (90/10) system)

Note: Bidder to select the section for points they wish to claim (Mark as Y=Yes) in the table below.

				Ownership of at least 51% of People who are:				
Reference #	Contributor Level as defined in the Broad-Based Black Economic Empowerment Act	Local Entity	EME/QSEs	Woman Owned	Youth Owned	Owned by People living with disabilities	Score	Bidder to select the section for points they wish to claim (Mark as Y= Yes)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
1	Level 1	0	2	4	3	1	10	
2	Level 1	0	2	4	3	0	9	
3	Level 1	0	2	4	0	0	6	
4	Level 2 and 3	0	1	2	1	1	5	
5	Level 2 and 3	0	1	2	1	0	4	
6	Level 2 and 3	0	1	2	0	0	3	
7	Level 4 and 5	0	0,5	1	0,5	0,5	2,5	
8	Level 4 and 5	0	0,5	1	0,5	0	2	
9	Level 4 and 5	0	0,5	1	0	0	1,5	
10	Level 6	0	0	0	0	0	0	
11	Level 7	0	0	0	0	0	0	
12	Level 8	0	0	0	0	0	0	
13	Non-Contributor	0	0	0	0	0	0	
Total Maximum Score Allocation:			10					

G= A+B+C+D+E+F

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ANNEX A.6: TERMS AND DEFINITIONS

9. ABBREVIATIONS

B-BBEE	Broad Based Black Economic Empowerment
CSD	Central Supplier Database
DICC	Durban International Convention Centre
ICT	Information and Communication Technology
IT	Information Technology
PPPFA	Preferential Procurement Policy Framework Act
RFP	Request for proposal
SCM	Supply Chain Management
SITA	State Information Technology Agency
SLA	Service Level Agreement
SMME	Small Medium Micro Enterprise
SRM	Stakeholder Relationship Management
OEM	Original Equipment Manufacturer
OSM	Original Software Manufacture

ANNEX B: BIDDER SUBSTANTIATING EVIDENCE

10. MANDATORY REQUIREMENT EVIDENCE

10.1 BIDDER CERTIFICATION / AFFILIATION REQUIREMENTS

Attach a copy of a valid documentation (certification, or letter) as proof that the bidder is an OEM/OSM or accredited with the OEM/OSM to provide Cut sheet High-speed Monochrome printers here.

Note (1):

SITA reserves the right to verify the information provided.

10.2 BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS

Complete table below, noting that:

- (1) The Bidder **must** provide **all** of the following reference details from at least one (1) customer to whom the supply, installation, maintenance and support of Cut sheet High-speed Monochrome printers during the past five (5) years:
 - (a) Company name; **and**
 - (b) Reference Person Name, Tel and/or email; **and**
 - (c) Project Scope of Work; **and**
 - (d) Project Start and End-date.
- (2) Scope of work must be related.

Table 8: References

No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date
1	<Company name>	<Person Name> <Tel> <email>	< Provide scope details of a project to from a customer to whom the supply, installation, maintenance and support of Cut sheet High-speed Monochrome printers were provided >	Start Date: End Date:

Note (1):

Failure to complete **Table 8** fully as indicated above will result in disqualification

Note (2):

SITA reserve the right to verify information provided.

10.3 BIDDER REPORTING, MONITORING AND EVALUATION SYSTEM

Attach a sample of a report in XLSX or CSV format of a daily or monthly i.e. job name, time in, time completed, amount duplex and amount simplex pages printed **here**.

Note (1):

SITA reserves the right to verify the information provided.

10.4 Technical Product / Service Functional Requirements

The Bidder must confirm that they comply with the **Technical Product / Service Functional Requirements** by **completing and signing ANNEXC, Addendum 1**.

Note: (1):

Failure to comply with this requirement will result in disqualification.

Note (2):

SITA reserves the right to verify the information provided.

10.5 PREFERENTIAL GOAL REQUIREMENTS

The Bidder **must**:

(a) **Preference Goal Requirements:**

- (i) Provide a copy of relevant proof of B-BBEE status level of contributor as defined in the Broad-Based Black Economic Empowerment Act as set out in **table 5** in **section 8.1** and **attach it here**.
- (ii) Bidder to select the section for points they wish to claim (Mark as Y=Yes) in **either tables 6A or 6B in section 8.1**, dependant on which preference system the Bidder selects in line with **section 8.1**; and

- (b) Indicate their **commitment** to claim points for each of the preference points **by signing at par 4.5 in the Invitation to Bid document**.

NOTE (1):

Failure on the part of a bidder to comply to paragraphs (a) and (b) above, will be interpreted to mean that preference points are not claimed.

ANNEX C: ADDENDUM 1

NB: The bidder must confirm that they comply with the following Technical **Product / Service Functional Requirements** as indicated below as this will be legal contractual binding:

TECHNICAL SERVICE REQUIREMENT
(a) That can print simplex and duplex images on A4 and A3 cut sheet paper.
(b) The proposed printer must be able to print at a speed of at least minimum 300 pages per minute.
(c) The proposed printer must be able to print 80gsm to 250gsm
(d) The proposed printers must be able to do an average of 3 (three) million images over a period of 1 (one) month (30 days).
(e) The proposed printer must be able to print on pre-printed (coated and not coated) stationary
(f) Each printer must have at least 3 (three) or more input trays that handles a capacity of at least 3000 (three thousand) A4/A3 cut sheet of paper in total.
(g) Printers must have a sample tray for testing purposes
(h) Proposed printers must have a print resolution of 300 to 1200 dpi
(i) Printers must be able to offset between jobs and within a single job.
(j) The printing solution must be able to handle the following print data streams. AFP / IPDS, PDF, PostScript 1 to level 3 deviation from the list will result in non-compliance.
(k) In-house training for all operational personnel on the operation of the printer and software will be required. The training will only be considered completed when the successful bidder certifies in writing that the above-mentioned SITA personnel has completed the training to the supplier / SITA standards and satisfaction and meets the competency levels set by the supplier / SITA.
(l) The successful bidder must include full service and maintenance on the printers on a twenty-four (24) hours per day basis, 7 days a week, 365 days per year, with public holidays included.
(m) Call Outs after hours– Mean time to respond; The response time will be two (2) hours from the time that the call was logged at the supplier mean time to repair three (3) hours Normal calls on an eight (8) hour basis, five (5) days a week Call made during normal office hours.

(n) SITA will allocate an area where operational consumables will be stored. A monthly stock level will be determined by SITA in conjunction with the successful bidder. The bidder will be responsible to keep stock levels up to date
(o) The bidder must ensure that all spare parts on the total solution will be freely available for the duration of the contract.
(p) On the last working day of every month the bidder must supply a detailed report on the machine i.e. maintenance and repairs done, downtime, percentage (%) uptime.
(q) The final solution proposed must be workable to SITA standards, including the accounting system.

I, the bidder (Full names) representing (company name) Hereby confirm that I comply with the above **Technical Product/Service Functional Requirements** and understand that it will form part of the contract and is legally binding.

Thus done and signed at on this.....day of.....20....

.....

Signature

Designation: