

Evaluation Criteria

The evaluation of the bidders will be done as follows:

- Pre-qualification
- Gatekeeping Criteria and Bid Conditions

1.1 Pre-Qualification

Only the below designated groups are allowed to bid.

5.1.1. An EME or a QSE (51% Black owned) company

1.2 Gatekeeping Criteria

The bidder is required to provide SAPO with the following in their bid proposal. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

1.2.1 In the event that the bidder is an OEM. The bidder must submit a letter (on their company letterhead) confirming that they'll be able to meet SAPO's required specification, quality, quantities and lead times (1 Week upon receiving of order) for the duration of the contract.

1.2.2 In the event that the bidder is a Distributor. The bidder must submit a letter from their OEM (on the OEM's letterhead) confirming that they will be supported in order to meet SAPO's required specification, quality, quantities and lead times (1 Week upon receiving of order) for the duration of the contract.

1.2.3 In the event that the bidder is not an OEM or Distributor The bidder must submit a letter from the OEM/Distributor (on the OEM's/Distributor letterhead) confirming that they will be supported in order to meet SAPO's required specification, quality, quantities and lead times (1 Week upon receiving of order) for the duration of the contract.

Note: Distributors must submit an agreement/confirmation letter from their OEM confirming that they are the distributors

1.3 Bid Conditions

1.3.1 Tax compliance requirements

Bidders must ensure compliance with their tax obligations.

5.3.1.1 Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax's profile and status.

1.3.2 BBEE Compliance requirements

- a) Bidders must submit a valid original or certified copy of BBEE (SANAS accredited) Certificate of the bidding company which must be valid at the time of bidding and for the duration of the contract. EMEs and QSEs (51% black owned) can submit a sworn affidavit for B-BBEE. The B-BBEE Certificate or Sworn Affidavit must be of the bidding entity.

- b) In bids where consortia / joint ventures are involved, these parties will qualify for point for their BBBEE status level as an unincorporated entity provided that the entity submits their consolidated BBBEE Scorecard (SANAS accredited) as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate bid.
- c) Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

1.3 Scope of Work

Only Original OEM Cartridges, Toners, Inks and Ribbons
No Generic, Refurbished, Refills etc. will be accepted.

Packaging requirements;

The order number, quantity, catalogue number and product description shall be indicated on the packaging label of each Cartridge, Toner and Ribbon