



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Statistics South Africa require service of suitable service provider for licensing management, software/rate integration, and technical maintenance of existing franking machine for the period of 36 Months

Detail the Asset Specifications:

Required Detail	Department Asset Profile
Machine Make / Brand	FRAMA: EcoMail
Model / Series	MODEL: 2000
Serial Number	372962
Current Location	Room GFW 417, Ground Floor, and ISibalo House - Head Office

EVALUATION CRITERIA

The evaluation process will be conducted in three stages as given on the table below:

Stage	Description
Stage 1	Mandatory Requirement
Stage 2	Technical Evaluation
Stage 3	Price and specific goals

Stage 1: MANDATORY REQUIREMENT

Must be authorized partners of major franking brands in South Africa to legally interface with the South African Post Office (SAPO).	Bidders must provide a valid letter of authorization or certification proving they are an authorized dealer/service agent for the specific brand of machine
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N.B: Failure to comply with mandatory requirements will result in disqualification and bidder will not be evaluated further.

Stage 2: Technical requirement

Define the Scope of Work (SOW):

The 3-year contract scope must be split into three distinct operational pillars:

- Three years relevant experience in licensing management, software/rate integration, and technical maintenance of existing franking machine The service provider must provide three (3) contactable relevant references of client to whom she or he has provided services similar services. Service provider should submit signed reference letters on client's letter heads.
- **Licensing & SAPO Compliance Management:**
 - Provider must manage the South African Post Office (SAPO) remote-metering licence on behalf of the department for **36 months**.
 - Provider must facilitate automated or digital remote credit loading ("crediting the meter") through secure electronic fund transfers or specified SAPO systems.
 - Provider must guarantee that the machine displays the required **"Service"** text identifier designating it as official government property.
- **Software and Rate Maintenance:**
 - Mandatory automated software updates over the 3-year period.
 - Automatic implementation of updated postal tariffs exactly when published in the official South African Post Office Postal Rates Brochure.
- **Technical SLA & Consumables Support:**
 - Quarterly preventative maintenance inspections, hardware cleaning, and calibration.
 - On-site reactive technical repair support with a maximum **24-hour turnaround time** for resolution.
 - Supply and delivery of approved, high-quality **red ink consumables** and franking labels matching the machine model over the 3-year period.
- **NB: Service provider who failed to meet all requirement of scope work will not be considered for further evaluation**

Stage 3: Price and specific goals

Price = 80

Preferential points = 20 as follows:

THE SECOND STAGE OF EVALUATION IS BASED ON PRICE AND SPECIFIC GOALS, WHICH WILL BE EVALUATED USING THE FOLLOWING CRITERIA AND POINTS:

POINTS AWARDED FOR PRICE

Price evaluation (80 points)

Criteria	Points
Price evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

POINTS AWARDED FOR SPECIFIC GOALS (20 POINTS)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by Tenderer)	Number of points claimed (80/20 system) (To be completed by Tenderer)
. Race (black)	10		
. Women	5		
. Disabled	2		
. Youth (below 35 years)	3		

- a. Stats SA reserves the right to require of the bidder, either before a tender is adjudicated or any time subsequently, to substantiate any claim regarding preferences in any manner required.
- b. The following formula must be applied to calculate the number of points for equity ownership by an Historical Disadvantaged Individuals (HDI):

$$NEP = NOP \times \frac{EP}{100}$$

Where:

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity Ownership by an HDI

EP = The percentage of equity ownership by an HDI Within the enterprise or business

- c. Bidders who wish to claim points in terms of the tables above, need to provide proof for each point claimed as guided below:
 - i. Race: (Black) -attach certified copies of Identity Documents (ID) and certified company registration document, CSD full detailed report, certified BBBEE Certificate/Sworn affidavit to show substantiate ownership equity.
 - ii. Women: - attach certified copies of Identity Documents (ID) and certified company registration document, CSD full detailed report, certified BBBEE certificate /Sworn affidavit to show substantiate percentage ownership equity.
 - iii. Disabled – attach medical certificate from a medical practitioner registered with the Health Professional Council of South Africa (HPCSA) confirming the disability. The medical certificate should not be older than three (3) months from the closing date of this bid.
- Youth – attached certified copies of Identity Documents (ID) and certified company registration document, CSD full detailed report, certified BBBEE certificate/Sworn affidavit to show substantiate percentage ownership equity

NAME: ERNEST MASINA

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