**DEPARTMENT OF EMPLOYMENT AND LABOUR**

**SPECIFICATIONS FOR OMR SCANNERS**

**PROCUREMENT OF FOUR (4) OMR SCANNERS**

1. **OBJECTIVE**

The objective entails:

* Procure additional Scanners for the Provinces.
* Provide maintenance and technical support.
* Provide Scanners compatible to the OMR answer sheets and assessment tool.

1. **SPECIFICATIONS**

4 x **IMAGING SCANNERS**:

* Throughput of up to +- 3000 sheets per hour in OMR mode
* Form input capacity – auto-feed of 100 sheets in main stacker, and 100 sheets in output stacker
* Dual read heads: detects grayscale, pencil and ink read capabilities
* Open feed path with multi feed detection

**THE SOFTWARE:**

* Provides flexibility and accuracy for OMR and colour image scanning
* Enhances control of data output formats
* Image archiving capabilities
* Validation of data for improved accuracy

1 x **IMAGING SCANNER:**

* Throughput scan up to +- 7000 pages per hour
* Feeder capacity of up to 500 sheets, with 1 output stacker for collection
* With additional optional stackers for collection
* Dual read head, ink and pencil, mark discriminating
* Self-diagnostic capability
* Open feed path design

1. **WARRANTY AND SERVICE CONTRACT**

* A detailed Warranty Product Maintenance Agreement.
* Enter into a Service Level Agreement with the Department.
* Accessibility of Maintenance and Technical Support.
* Provide Maintenance and Technical Support options after Warranty expiry.
* Provide indication of Spare parts for the Scanners.
* Provide the reprocessing options upon obsolesce.
* Provide Progress Report on Support Visits and Durability.
* Constant collaboration with responsible officials in different locations.
* Additional Service to Scanners due to long period of no use.
* Scanner installation and PC Requirements compatibility.

1. **COST BREAKDOWN**

* Scanner Price (Inclusive of **at least 5 years** Warranty and VAT).
* Maintenance Price.
* Additional Pricing (kindly specify).

1. **OTHER CONDITIONAL REQUIREMENTS**

* BBBEE Status Level of Contributor - Submit original and valid BBBEE Status Level Verification Certificates or Certified Rating Claims.
* Prospective suppliers must be registered on the Central Supplier Database (CSD) from National Treasury and must also provide CSD registration number.
* Provide CSD summary report with a compliant tax status.
* Supplier should be available for demonstration on request.
* Letter of sole supplier and letter of distributor authorization certificate.
* Supply PC Specs that are compatible with the Scanner and Software.

**NB: Quotation for 4 OMR Scanners: Bidders must submit their quotations, SBD 4 documents together with other supporting documents to** [**rfq.request@labour.gov.za**](mailto:rfq.request@labour.gov.za) **on or before 03 August 2022 @11h00**

1. **CONTACT DETAILS**

Mr R Hlalele: Mobile: 060 9737 170; Email: [Moramang.Hlalele@Labour.gov.za](mailto:Moramang.Hlalele@Labour.gov.za)

Ms U Mkansi: Mobile: 063 694 4451; Email: [Ursula.Mkansi@Labour.gov.za](mailto:Ursula.Mkansi@Labour.gov.za)

Ms J Rama: Mobile: 060 9737 143; Email: [Jessika.Rama@Labour.gov.za](mailto:Jessika.Rama@Labour.gov.za)