



REQUEST FOR PROPOSAL (TENDER): 2022/02/006

**APPOINTMENT OF A SERVICE PROVIDER FOR LEASING (RENTAL) MAINTENANCE OF
MULTI PURPOSE PRINTING MACHINES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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1. STATEMENT OF INVITATION

Appointment of a service provide for **leasing (rental) maintenance of multi purpose printing machines for a period of thirty-six (36) months.**

2. MINIMUM REQUIREMENTS

- Certified copy of Company registration certificate (CK), not older than 3 months
- Tax compliance status pin/Valid Tax Clearance
- Certified copy of Identity documents of directors/owners/members/shareholders, not older than 3months
- Company Profile and Audited Annual Financial Statements for the last 3 years.
- Municipal bills (Water, Sanitation, Rates and Electricity) / Taxes Clearance Certificate not owing more than 90 days or a valid lease agreement with municipal bill of account not owing more than 90 days for municipal services that the lessee (bidder) is responsible for.
- Central Supplier Database (CSD) Registration Report or MAAA Number
- Valid BBBEE sworn affidavit, original or certified copy of BBBEE certificate.

3. SCOPE OF WORK

Leasing (rental) and maintenance of the multi-purpose printing machines to Masilonyana Local Municipality as set out comprehensively in the proposal, tender documentation and the technical specifications.

4. EXPECTED DELIVERABLES / OUTCOMES

Supply, Install, deliver and maintenance of the multi-purpose printing machine

5. HEALTH AND SAFETY REQUIREMENTS

Safety file including measures to curb the spread of covid-19

6. SPECIAL CONDITIONS

- Prices must be valid for at least ninety (90) days from the closing date.
- Prices quoted must be firm and must, where applicable, be inclusive of VAT.
- Masilonyana Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids that are late will not be considered, whilst the lowest or only tender will not necessarily be accepted.
- Faxed or E-mailed bids will not be considered.
- An original tax clearance certificate issued by SARS must accompany all tenders or a tax.

- Tax status will also be verified against the Central Supplier Database (CSD)
- Bidders must be registered on the National Treasury Centralized Suppliers Database and must submit their registration summary report.
- All supplementary / compulsory forms (MBD Forms) must be completed and signed in full.
- Bidders who wish to claim for preferential points in terms of the Preferential Procurement Regulations, 2017, must submit a certified copy of the proof of B-BBEE status level of contribution as follows:
 - In the case of an Affidavit, both the Commissioner of Oaths stamp for the Affidavit itself (the “commissioning”) AND a “true copy” stamp (which certifies the document as being a true copy of the original) are required i.e. TWO stamps are required.
 - In the case of a B-BBEE Certificate, only a “true copy” stamp and signature (which certifies the document as being an accurate copy) is required i.e. ONE stamp is required.
- It should be noted that the 80/20 points system will be applied, 80 being for price and 20 for the B-BBEE status level as defined in the Preferential Procurement Regulations, 2017.
- A Municipal Billing Clearance Certificate, which covers, both the company and its directors, must accompany all bids.
- Bidders are required to submit:
 - Audited Annual Financial Statements for the past three years; or since establishment, if established during the past three years.
 - Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
 - A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.
 - The award will be made in terms of the Municipality’s Supply Chain Management Policy.
 - To ensure that tenders are not exposed to invalidation, documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

7. EVALUATION CRITERIA

7.1 TECHNICAL SPECIFICATION

Print Speed	60 ppm
BACKGROUND INFORMATION	
Max Monthly Duty Cycle	200,000 impressions
Recommended Monthly Volume	50,000 impressions
TYPE	Full-color copier, MF
Configuration/Scanner	Desktop,digital
Technology	Laser
GENERAL SPECIFICATIONS/PAPER HANDLING	
First Copy Time	4.2 sec color/2.9 sec black
Multicopy (Ltr/Lgl/Ldgr)	60 cpm color/60 cpm black
Warm-up Time	21 sec
Std Paper Source(s)	Dual drawer
Std Paper Capacity	550/550 sheets
Paper Weights	16 to 80 lbs
Bypass/Paper Weights	100-sheet/14 to 80 lbs
Max Paper Sources	5
Max Paper Capacity	4,700 sheets
Max Original Size	11 x 17
Output Size (Min/Max)	3.5 x 5.8/12 x 18*
Copy Resolution	600 x 600 dpi
System Memory (Std/Max)	2-GB RAM, 320-GB HD/4-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited/5-1/2 x 8-1/2 to 12 x 18
Document Feeder	Std DSPF
Document Feeder Capacity	220 orig
Paper Weights	14 to 34 lbs
Finisher	Opt finishers
Tray/Stapling/Position(s)	1,000, 3,000, 1,000, 2,000/50/3, 3, 4, 4

Other	*Requires opt imageable area extension unit; standard output capacity 500 sheets; opt 1,000-sheet hybrid finisher staples 50-sheets per set; opt 3,000-sheet finisher staples 50 sheets per set; opt 1,000-sheet booklet finisher staples 50 sheets per set; opt 2,000 booklet finisher staples 50 sheets per set; hole punch option avail for finishers; opt paper banks add one 550-sheet or two 550-sheet drawers; opt side mounting LCT holds 1,500 sheets; opt tandem large capacity tray holds two stacks of 2,000 sheet; opt internal shift sort tray holds 250 sheets; opt 125-sheet one-bin tray; envelope feeding
SECURITY SPECS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	No
HDD Overwrite	Std
Max Overwrites	9
HDD Encryption	Std
Secure Print	Yes
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Yes
IPsec	Yes
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security	Yes
Other	S/MIME; encryption address book; 802.1.x wired authentication; WPA2 (Wi-Fi protect access support); classification codes
CONTROL PANEL	10.1" color touchscreen
Quantity Selector	1 to 999 (0 to 9 touch keys)
Message Display	Yes
Help Key	No
FEATURES	
Automatic Features	AES, AMS, APS, AS, ASO, ATS
Book Copy	Yes
Booklet Mode	Std
Color	Std
Copy Control	1,000
Covers	Std
Editing	Std
Energy-Save	Yes
Erase	Std

Image Insert	Yes
Image Overlay	No
Image Repeat	Yes
Image Rotate	Std
Interrupt	Yes
Job Build	Yes
Job Programs	25
Job Time	No
Language	Std
Margin Shift	Yes
Neg/Pos	Yes
OHP Interleaving	Yes
Photo Mode	Yes
Poster Mode	Yes
Preset R/E	7R, 5E
Program Ahead	Std
Sheet Insertion	Std
Stamping	Std
Timer	Yes
2-in-1	Std
XY Zoom	Yes
Zoom Range	25 to 400 (1%)
Other Features	Mirror image; double copies; page number/date/preset stamps; simplified display; sample copy; paper designate; background numbering; ID card copy; color overlay; magazine copy; convert colors; erase color; color balance; color adjustment; image adjustment
ADDITIONAL INFORMATION	
Dimensions (HxWxD)	37.9" x 23" x 27"
Weight	223.5 lbs
Power Requirements	120-127 V, Amps not avail
Energy Used While Power Off	Info not avail
Energy Used in Power Save Mode	0.59W
Energy Used in Ready Mode	54.3W
Energy Used While Copying	Info not avail
Energy Used While Printing	938.2W
Energy Used While Scanning	Info not avail
Max Power Consumption	1584W
TEC Value	2.75KWh
Dedicated Outlet	Not required
Energy Star Compliant	Yes
Operating Noise Level	Info not avail
COMMENTS	None
MULTIFUNCTION MODES	

Copier	Std
Internet Fax	Opt
Network Printer	Std
Printer	Std
Fax	Opt
Network Fax	Opt
PC Fax	Opt
Scanner	Std
CONNECTIVITY SPECIFICATIONS	
Operating System Support	Win Server 2008, 7, Server 2012, 8.1, 10, Server 2016, Mac OS X 10.11+, SAP, UNIX
Parallel Interface	None
Serial Interface	None
USB Interface	Std 2.0, std 2.0 (host)
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11a/b/g/n
Mobile Print Support	Yes (Apple AirPrint, Google Cloud Print, Mopia Print Service, Smart Device Connector)
Near Field Communication	Std
Embedded Software Platform or Extensible Solutions Interface	Embedded Software Architecture
FACSIMILE SPECIFICATIONS	
Compression Method	MH/MR/MMR/JBIG
Modem Speed	33.6 Kbps
Max TX Resolution	400 x 400 dpi
Std/Max Fax Memory	4-MB RAM/64-MB RAM
Confid TX/RX	Yes/Yes
Dual Lines	Opt
Other	Two seconds per page transmission speed; optional 64-MB SAF memory
PRINTER SPECIFICATIONS	
Engine Mfr & Model	
Compatibility	PC, Mac
Speed	60 ppm color/60 ppm black
First-Page-Out Time	4.6 sec color/3.1 sec black
Max Print Area	Info not avail
Print from USB	Yes
Enhanced Resolution	Not applicable
Unenhanced Resolution	1200 x 1200 dpi
Std/Max Printer Memory	Shared
Controller Mfr/Model	Info not avail
Processor/Bits/MHz	Intel Apollo Lake E3940/Info not avail/1.6 GHz
PDL/PCL	PCL 5c/6, PostScript 3, opt Adobe PostScript 3

Controller Mfr/Model	EFI/Color Controller E-25C
Processor/Bits/MHz	Intel Pentium G4400/Info not avail/3.3 GHz
PDL/PCL	PCL 5c/6, Adobe PostScript 3
Controller Mfr/Model	Not applicable
Processor/Bits/MHz	Not applicable
PDL/PCL	Not applicable
Other	Optional genuine Adobe PostScript and PDF direct print; universal print driver; watermarks; banner printing; secure locked printing; SD slot on operation panel
SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS	
Technology/Scan Speed	CCD/120 ipm color, 120 ipm black
Max Resolution	1200 x 1200 dpi
TWAIN Compatible	Yes
Scan Destinations	
Cloud	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
URL	Yes
USB	Yes
LDAP Support	Yes
File Formats Supported	JPEG, PDF, PDF/A, compact PDF, encrypted PDF, searchable PDF, TIFF
Scan/Image Software	Info not avail
OCR Software	Info not avail
File Mgmt Software	Info not avail
Other	1200 dpi for TWAIN only; scan to SD card; blank page removal

7.2 Technical Evaluation

No	DESCRIPTION	EVIDENCE	MAX POINTS
1	Company Experience in similar project	Similar Project: ≥ 5 Projects = 20 > 4 Projects = 15 > 3 Projects = 10 > 2 Projects = 5	20
2	Location of the Company	Within the Free State Province = 5 Within the District = 10 Local Company (Within Masilonyana Local Municipality) = 20	20
3	Bank Rating	A-B = 10 C = 7 D = 5 E = 2 F,G,H = 0	10
TOTAL			50

A bidder who gets a minimum of 15 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1 – 5 points,

Item 2 – 5 points,

Item 3 – 5 points,

8. PRICING SCHEDULE

LEASING (RENTAL) MAINTENANCE OF MULTI PURPOSE PRINTING MACHINES

Services	Rental Price	Cost per copy (Black and White)	Copy per (Color)

Call out rates	Hourly Rate	Daily Rate
Senior		
Junior		
IT Consultant		
Installation		

8.1 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and B-BBEE status)

All Bidders that have passed the technical evaluation threshold of 70 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

Points awarded for price

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

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

8.2 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below;

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

Table 2 : B-BBEE Status level

9. COSTING/ COMPREHENSIVE BUDGET

9.1 The quotation price(s) shall be SEIFSA based priced

9.2. The quotation price(s) shall be subject to negotiated increase, if unavoidable, should the contract be extended for one or more further periods, each period not exceeding 12 months.

9.3 The bidder is to refer to the pricing document as addendum A

Pricing should include any other unspecified expenses related to items listed under technical specifications

Are the quoted prices firm for the full duration of the contract? Yes/No

If not, indicate CPA or SEIFSA price adjustment method: _____

CPA- Suppliers price list date: _____ or

SEIFSA indexes – Price basis month and year _____

Note: All the necessary documentation for CPA's or CPI to prove the price increase must be submitted with the invoice clearly link to an order number be for payment will be done.

10. CONTACT DETAILS

Technical Queries

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