South African National Accreditation System
Libertas Office Park
Cnr Libertas and Highway Streets
Equestria
Pretoria
0184

REQUEST FOR QUOTATION

sanas
South African National
Accreditation System

PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	12 April 2022	REQUISITION NUMBER	REQ0004378
CLOSING DATE:	20 April 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	120 days from the date the RFQ closed	Submissions and enquires to be made to:	**Ms Nkhesani Mathebula** procurement@sanas.co.za **012 740 8536**

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Supply, support, service and maintain 4 refurbished multi-functional printers for a period of 24 months	Quantity required
1 — SANAS requires a service provider to Supply, Support, Service and Maintain 2 Colour and 2 black and white REFURBISHED Multi-Functional Printers for 24 months **Location where printers are to be installed:** Libertas Office Park, Block D, 305 Highway Street, Corner Libertas and Highway Streets, Equestria, Pretoria, 0184, South Africa We will require Four (4) REFURBISHED Multi-functional printers, 2 colour and 2 black and white printers for (Print, Scan and copy) with the following specifications / features:	4 Printers

Expected date of delivery:	August 2022
Contract or once-off:	24 months contract
Technical / Mandatory requirements:	**Printer Technical Requirements** Printer feature required a) Minimum 60 pages per minute copier and printer (Colour Printers) b) Minimum 90 pages per minute copier and printer (Black & White Printer) c) Minimum Resolution: 1800 dpi (printing) 600 dpi (scanning) d) Ability to print using user codes (pins) to protect against unauthorised printing e) Printing on A3; A4; A5 f) Minimum 500GB Hard drive g) Minimum 8GB RAM h) Automatic reverse document feeder i) Duplex / standard printing j) A 50 pages stapler, will suffice no need for a stitcher k) Colour management (user defined) l) Two holes punching m) Scan to email functionality n) Wi-Fi enable to print on wireless devices o) Surge protection for each of the printer p) File formats supported but not limited to MS Word, MS Excel, PDF, JPEG, XPS, TIFF,

etc.
q) No extender tray required

Printer management software feature required
a) Software to monitor / report on usage per user
b) Ability to integrate with Microsoft Active Directory
c) Solution provided to automatically log faults and incidents such as toner replenishment, paper jams, etc.
d) Ability to remotely manage all printers
e) Ability to alert technical staff and Service Desk of faults via email
f) Ability to proactively maintain onsite parts and toners
g) Ability to proactively identify and solve potential printing problems and replenish
supplies before employees are affected
Service & Maintenance
Service Agreement for all printers to include
a) All toners, spare parts, and drum
b) Labour and travelling
c) Proactive and preventative Inspections, support, and maintenance
d) Service calls to be responded at a maximum 4 hours
e) Training
f) Spare toner and consumables such as staples to replenish toners that finished
Security

a) Encrypted Disk Drive
b) Emailing capability for scanned documents
c) Secure access using password and or User codes
d) Windows and LDAP Authentication
e) Disk Sanitisation certificate, should a hard drive need to be changed

Deliverables
a) Delivery of printers to our premises
b) Setup and commissioning of printer and software on site
c) Training on printer operations for IT and users
d) Testing and sign off from our IT personnel
e) Managed solution contract for the life span of the printer in order to monitor printer usage
f) A printing management software must be deployed to fully manage, control and report on
printer usage. The system must be server based and provide embedded support on the Multifunction Printers. Amongst the others, the print management system must:
o Track and control usage
o Provide a secure printing environment
o Eliminate paper waste
o Meter readings done online
o Monitor consumables
o Monthly usage reports
g) The system must have the capability to provide warnings for low cartridge. The service
provider must ensure that the cartridges are replaced timeously. Some stock must be kept
on hand at SANAS offices so as not to disrupt business

	h) Surge plugs for all machines must be supplied
	Compulsory Requirements
	a) The rental will be for a maximum of 24 months. SANAS reserves the right to cancel the
	rental agreement anytime during the 24 months by giving 30-day notice
	b) depending on our needs, we would like to swop and change different spec'ed machines
	giving them 30-day notice during the rental period
	c) the cost per copy pricing VAT inclusive to include service maintenance and toner,
	consumables, travel etc
	d) Minimum billing will not be acceptable.
	e) Service level agreement will be signed with the successful service provider for the 24
	months
	f) The service provider must detail its fault reporting procedures and tracking. Instructions
	must include all contact numbers and escalation procedures.
	g) A maximum of four (4) business hours' repair time is specified for support/service calls.
	h) A loan multifunction printer of similar specifications and functionality must be made available
	to SANAS if a breakdown incident lasts longer than 3 days
	i) The service provider must submit a draft maintenance agreement and SLA with this
	submission and must include all requirements stated in the Specification.
	j) SANAS would prefer to implement a penalty regime / system in the maintenance agreement
	which would address recourse for any non-conformance or non-performance by the supplier
	with the requirements as detailed in the maintenance agreement and/or SLA. The bidder
	must propose a suitable penalty regime to SANAS in its response.
	k) SANAS will insure the printers
Other information:	

SECTION TO BE COMPLETED BY SUPPLIER	
2. SUPPLIER DETAILS	
Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

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(Please note bidders will not be disqualified for not submitting a valid certified BBBEE certificate or a sworn affidavid but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

EVALUATION PROCESS
All bids will be evaluated as follows:

• **The First stage,** bids will be evaluated first for Administrative requirements,Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.

• **The second stage,** bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:……………………………………   Signature: …………………………………   Date: ………………....

Annexure B - **Pricing Schedule**

Once off project management fee	
Once off project management fee VAT inclusive To include delivery, setup, and commissioning of all printers	R

Rental Costs		
Pricing Item	Year 1 - Monthly Rental VAT Inclusive	Year 2 - Monthly Rental VAT Inclusive
Colour Printer 1 Monthly Rental		
Colour Printer 2 Monthly Rental		
BW Printer 1 Monthly Rental		
BW Printer 2 Monthly Rental		
printer management system		
Total Rental - Vat Inclusive Per year		
(B) Total Rental Vat inclusive over 24 months		

Pricing costs							
Pricing Item	Year 1 Cost Per Copy VAT inclusive	Year 1 Estimated prints	Year 1 Total Printing Costs VAT inclusive		Year 2 Cost Per Copy VAT inclusive	Year 2 Estimated prints	Year 2 Total Printing Costs VAT inclusive
black and white prints	c	500 000	R		c	600 000	R
Color prints	c	200 000	R		c	300 000	R
Total Year 1 Printing Costs VAT inclusive			R		**Total Year 2 Printing Costs VAT inclusive**		R
Total Prints Vat inclusive over 24 months					R		

Please note that the estimated prints are for evaluation purposes only and by no means a commitment of SANAS expected usage.

Summary of pricing

Once off project management fee-To include delivery, setup and commissioning of all printers	R
Total rental VAT inclusive over 24 months	R
Total prints VAT inclusive over 24 months	R
Total contract value VAT inclusive	R