



**higher education  
& training**  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**LIMPOPO CET COLLEGE (LCETC)**

Herein referred to as (LCETC)

**REQUEST FOR PROPOSALS (RFP) FOR**

**Description of Tender: THE PROVISION OF 26 DESKTOP PRINTERS AND 4 HEAVY-DUTY PHOTOCOPYING MACHINES ON A FINANCE LEASE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**TENDER NO: PU4410/019**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU4410/019 THE PROVISION OF 26 DESKTOP PRINTERS AND 4 HEAVY-DUTY PHOTOCOPYING MACHINES ON A FINANCE LEASE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:**

The closing time and date for receipt for online tender **PU4410/019** is at 11h00 AM on **Wednesday, 10 December 2025**.

<b>Tender number</b>	<b>PU4410/019</b>
<b>Date issued</b>	<b>19 November 2025</b>
<b>Tender closing date</b>	<b>10 December 2025</b> <b>Time: 11:00 AM</b> <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>
<b>Non-Compulsory Information Session</b>	<b>25 November 2025</b> <b>Time:11h00 AM</b> <b>An online non-compulsory briefing session will be facilitated via MS Teams</b>

<b>Company Name</b>		
<b>Address</b>		
<b>Contact person</b>	Mr/Mrs/Ms/Dr/Prof.	
<b>Contact numbers</b>	(w)	(cell)

<b>Email address</b>	
----------------------	--

**1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT**

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

**Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.**

<i>Description of Appendix</i>	<i>Requirement</i>	<i>Circle yes if submitted</i>	
		Yes	No
RFP Document	Each page of the RFP document to be <b>initialled</b> by a delegated representative	Yes	No
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.	Yes	No
Proof of Bank Account	Cancelled cheque or signed letter from bank (not older than 6 months)	Yes	No
Company registration documents	Company registration documents	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
Tax Pin	A copy of the Notice of VAT Registration document	Yes	No
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
COIDA	Submit valid letter of good standing from the Department of Labour	Yes	No
OEM	Registered with an OEM (Single Brand OEM for copier and any brand for scanners) – Provide valid certificate/letter from OEM	Yes	No
Fully signed SBD Forms	SBD 1 SBD 3.3 SBD 4 SBD 6.1 SBD7.2 SBD 8	Yes	No

	SBD 9		
--	-------	--	--

**NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.**

**1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY**

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

<b>FUNCTIONALITY CRITERIA</b>	<b>POINTS ALLOCATED</b>
<p><b>Previous Experience</b></p> <p>(3 Contactable reference letters where similar projects have been executed. The valid reference letter must be on a client letterhead, indicating Entity name, the scope of work conducted, cost of the project and duration of the project, date of the project and signed by the client with contact details including contact name, email address and telephone numbers (not older than 5 years)</p> <ul style="list-style-type: none"> <li>• 3 reference Letters = 20 Points</li> <li>• 2 reference Letters = 15 Points</li> <li>• 1 reference Letter = 10 Points</li> <li>• Not provided = 00 Point</li> </ul>	<b>20</b>
<p><b>Company Experience</b></p> <p>Experience in providing multifunctional printer services and solutions.</p> <ul style="list-style-type: none"> <li>• 10 years or more experience = 20 Points</li> <li>• 5 – 7 years’ experience = 15 Points</li> <li>• 1 – 5 years’ experience = 10 Points</li> <li>• Not provided = 00 Point</li> </ul>	<b>20</b>
<p><b>Detailed project plan and implementation methodology</b></p> <p>Comprehensive Methodology that covers the scope of work, highlights techniques that will be employed for the project, this must include the approach and alignment to best practice.</p> <ul style="list-style-type: none"> <li>• A detailed proposal indicating timelines, proposed project plan in executing the projects and the methodology to be applied = 30 Points</li> </ul>	<b>30</b>

<ul style="list-style-type: none"> <li>No detailed plan = 00 Points</li> </ul>	
<p><b>Maintenance</b></p> <p>The company providing the commitment letter stating that, the printers will be continuously maintained by the supplier for the duration of the contract.</p> <ul style="list-style-type: none"> <li>Within Limpopo Province = 10 points</li> <li>Outside Limpopo province = 0 points</li> </ul>	<b>10</b>
<p><b>Certification &amp; Warranties</b></p> <p>The machines must be equipped with the appropriate software, including copy monitoring and meter reading capabilities for billing purposes.</p> <ul style="list-style-type: none"> <li>Certification &amp; Manufacturers Warranties for printers = 10 Points</li> <li>No certificate = 00 Point</li> </ul>	<b>10</b>
<p><b>Professional Team Experience</b></p> <p>The bidder is required to provide the CVs and qualifications of the team members and core management team who will be assigned to the project. All designated personnel must have a minimum of five years' relevant experience.</p> <ul style="list-style-type: none"> <li>CVs and qualifications of all core management team members, each with a minimum of five years' experience = 05 Points</li> <li>CVs and qualifications of all team members, each possessing a minimum of five years' experience. = 05 Point</li> </ul>	<b>10</b>
<b>Total points</b>	<b>100</b>

## **PURPOSE OF THE TENDER**

The purpose of the tender is to appoint a service provider to supply and deliver 26 desktop printers and 4 photocopy machines on a 36-month lease contract.

## **SCOPE AND DEFINITION OF WORK**

The scope will be as per the pricing schedule included.

Desktop printer specification:

- Colour laser
- 30PPM A4 colour and mono
- Warm up time approx..26 seconds
- First print out 8.5 seconds
- Print resolution 1200dpi x 1200dpi
- Memory standard 1GB
- Standard interface USB 2.0
- Scan/speed 60ipm
- Scan/copy resolution 600dpi X 600dpi

## **PAPER THICKNESS 60-163 GSM SCOPE AND DEFINITION OF WORK**

The scope will be as per the pricing schedule included.

Desktop printer specification:

- Colour laser
- 30PPM A4 colour and mono
- Warm up time approx..26 seconds
- First print out 8.5 seconds
- Print resolution 1200dpi x 1200dpi
- Memory standard 1GB
- Standard interface USB 2.0
- Scan/speed 60ipm
- Scan/copy resolution 600dpi X 600dpi
- Paper thickness 60-163 gsm
- Universal bypass
- Document feeder standard capacity 75 sheets
- Additional services:
  - Copy, network print and scanning

- Automatic document feeder
- Duplex unit

Heavy duty photocopying machine specification:

- Mono laser
- 40ppm A4 mono/21ppm A3
- Warm up time approx..16 seconds
- First print out 4.2 seconds
- Print resolution 1200dpi x 1200dpi
- Memory standard 2GB
- Standard interface 4 USB 2.0
- Scan/speed 60ipm
- Scan/copy resolution 600dpi X 600dpi
- Paper thickness 45-256gsm
- Universal bypass
- Standard 500 sheets A4 paper tray
- Reverse automatic document feeder standard capacity 50 sheets
- Additional services:
  - Copy, network print and scanning
  - Automatic document feeder
  - 3200 sheet stapling fisher, stapling up to 50 sheets
  - Max monthly average 30 000

**PRICING**

PRINTERS			
CAMPUS NAME	QTY	UNIT PRICE (Inc. VAT)	Total Price for ALL Units (Inc. VAT)
Desktop printers	26	R	R
Heavy-duty photocopying machine	4	R	R
<b>Total Per Machine Type</b>	30		
<b>Monthly Rate (incl. VAT)</b>	R	R	R
<b>Total Bid Price for thirty-six(36) Months (incl. VAT)</b>			R

<b>Cost Per Copy</b>	<b>Unit Price (incl. VAT)</b>
Desktop printers	R
Heavy-duty photocopying machine	R