PROVISION OF PRINTING SOLUTION, RENTAL & MAINTENANCE OF MULTI FUNCTION COPIERS

1. INTRODUCTION

Eastern Cape Gambling Board (ECGB) is a statutory body established by the Eastern Gambling and Betting Act, 1997 (Act No.5 of 1997) (as amended) (the Act). The mandate of the Board is to regulate or control all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licenses, exclusion of problem gamblers, and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.

2. PROJECT PURPOSE

The purpose of this request for proposal is to appoint a suitable Service Provider that will provide a printing solution, rental and maintenance of multi-function copiers for a period of 36 months.

3. DELIVERABLES

It is the intention of ECGB to enter into a formal Service Level Agreement with the successful Service Provider to provide the services described hereunder.

Rental:

- **2 x** Multifunction: A4/A3 Plain Paper Laser Copier/Printer/Scan/Fax System
  - 35 Copies / Prints per minute
- Telephone hotline support
- Maintenance machines for the duration of the contract
  Replacement of toners, drums and staples

TECHNICAL SPECIFICATION

This section contains all the functional requirements of the machines.

(i) Equipment Functionality

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4.

Quantity	Two (2)
Description	Multifunction: A4/A3 Plain Paper Laser Copier/Printer/Scan/Fax System
Paper Size	A4/A3 Copies / Prints / Scans / Faxes
Document Feeder Capacity	3 650 Sheet Paper Capacity including bypass (for cardboard)
Speed	35 Copies / Prints per minute
Colour	Black white & Colour copying and scanning
Functionalities	25% - 400% Enlargement Reduction
	Document Handler for originals
	Standard duplex unit for back-to-back copying/printing
	Online printing via PC, USB or network
	Electronic sorting with stapling and punch kit
	Software management, installation and training
	ID Pin codes for controlled usage and management
	Punch Kit

(ii) Maintenance Management

Management Software with full 3 years maintenance including upgrades/updates	For the 2 units
Monthly Rental Costs	To be fixed for duration of contracts
Support	Software
Maintenance	All internal components e.g. drum kits, toners etc
Management Output	Authentication and Access to all MFD's
	Pull / Follow Me Printing
	Reporting and Automated Auditing / Billing
	Unlimited Users via 1 Printing Server
	Automated request for consumable / technical assistance

Management Input	Authentication and Access to all MFD's
	Scanning with Optical character recognition (ORC) /Bar code / Specified Meta data
	Unlimited Users
	Security and Retrieval

Usage Cost	Price per page full colour
	Price per page black and white

Insurance	Optional – Comprehensive insurance cover

5. BID EVALUATION PROCEDURES

a) **THRESHOLD**: Bids will be evaluated on the 80/20 principle as prescribed in the Preferential Procurement Regulations of 2022).

b) Bids will be considered and evaluated in a two staged approach.

c) During the first stage, bidders will only be evaluated on functionality, and only qualifying service providers who meet the minimum requirements for functionality will be allowed to proceed to the second stage where scoring will be done on 80 points for price and 20 points for specific goals

d) Bidders are required to submit their bids in two envelopes with the first envelope outlining the functionality. The first envelope must be clearly marked Stage 1; Functionality.

e) Furthermore, bidders are required to include their pricing in a second sealed envelope marked Stage 2; Price.

f) Only bidders who meet the minimum of 75 points on functionality during the evaluation of Stage 1 will proceed for scoring in Stage 2.

STAGE 1: FUNCTIONALITY

FUNCTIONALITY EVALUATION

FUNCTIONALITY	**MAXIMUM POINTS**
A. Company's experience on previous contracts • 6 Contracts = **40 points** • 5 Contracts **= 35 points** • 4 Contracts **= 30 points** • 3 Contracts **= 20 points** • 2 contracts = **10 points** ***Bidders are required to submit contactable reference letters from previous contracts to substantiate all contracts claimed with contactable references and nature of service.***	40
B. Response Time • 2 hours = **30 points** • 4 hours **= 20 points** • 6 hours = **15 points** • 8 hours **= 10 points** • 24 hours **= 5 points** ***Bidders must note that the contactable references provided above (Point A) will be checked to assess this criterion***	30
C. Price per page Cost **<u>Black & white Copies</u>** • **6 cents per page = 15 points** • **9cents per page = 10 points** • **12 cents per page = 5 points** **<u>Colour copies</u>** • **40 cents per page = 15 points** • **45 cents per page = 10 points** • **50 cents per page = 5 points**	30
TOTAL POINTS	**100**

<u>STAGE TWO</u>: Preferential points system

PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 WILL APPLY: Preferential Procurement Regulations of 2022. Price and points for specific goals will be calculated as described in the Preferential Procurement Regulation 2022.

NB: Tenderers are to submit proof of the specific goals claimed.

Table 2: Points available per criteria in Stage 2

CRITERIA	POINT SYSTEM
Price	80
Specific goals:	20

50% or >50% Black Ownership	5
50% or >50% Black female ownership	5
SMME (i.e., EME or QSE)	5
Eastern Cape based bidder	5
	20

6. RENTAL DURATION

The rental and maintenance agreement shall endure for a period of thirty-six (36) months.

7. INSTRUCTION TO SERVICE PROVIDERS

The services required by Eastern Cape Gambling Board are described in these Terms of Reference.

a. Alteration or withdrawal of proposals

Service Providers may withdraw their Proposals by written notification on or before the closing date.

b. Ownership of RFP / RFQs and presentations

Eastern Cape Gambling Board shall on receipt of any proposal relating to this RFP / RFQ and submitted in accordance with this RFP / RFQ procedure, become the owner thereof and Eastern Cape Gambling Board shall not be obliged to return any proposals to Service Providers who request such a return.

c. Confidentiality

The entire process of calling for proposals as initiated by Eastern Cape Gambling Board in terms of its procurement policy is confidential. All deliberations in respect of the acceptability or otherwise of the proposals shall be conducted in closed sessions and members of the Evaluation and Procurement Committee is bound by confidentiality.

d. Ethics

Any attempt by a Service Provider to obtain confidential information, or enter into unlawful agreements with competitors or influence the Bid Evaluation Committee of Eastern Cape Gambling Board during the process of examining, evaluating and comparing proposals will lead to the rejection of its proposal in its entirety. The Service Provider must declare any business or other interests it has with Eastern Cape Gambling Board or any employee of Eastern Cape Gambling Board, failing which the Service Provider shall be automatically disqualified from further participation in the RFP / RFQ.

e. Cancellation of Bid Procedure

Eastern Cape Gambling Board shall be entitled, within its sole and entire discretion, to cancel this RFP / RFQ at any time and shall notify the Service Providers accordingly. Eastern Cape Gambling Board shall in no way be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this RFP

/ RFQ procedure. The publication of an invitation to call for proposals does not commit Eastern Cape Gambling Board to appoint any of the qualifying Service Providers.

8. SUPPORTING DOCUMENTATION

Service Providers are required to submit the following documents:

a) Full CSD report
b) Attached SBD forms to be completed in full and signed in original format. Failure to return these returnable forms will result on disqualification.
c) Copy of BEE Verification Certificate (for preference claim purposes)
d) Proof of location for preference claim purposes

9. SERVICE LEVEL AGREEMENT

The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between Eastern Cape Gambling Board and the Successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between Eastern Cape Gambling Board and the Successful Service Provider.

Until such time that an appropriate service level agreement has been concluded between Eastern Cape Gambling Board and successful Service Provider, no rights shall be conferred nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

10. FEE STRUCTURE

Service providers are required to expressly cover their proposed fee and disbursement structure based on the activities they propose undertaking to provide the service requested in this call for proposals **(Annexure A to completed and returned)**

Eastern Cape Gambling Board reserves the right to negotiate any aspect of the proposed fees and disbursements with the preferred Service Provider and shall not bind to the fees and disbursements submitted by any Service Provider.

11. INTELLECTUAL PROPERTY RIGHTS

Copyright, patent rights and other similar rights in any works or products created as a result of the performance of this tender and its assignments shall vest in and are hereby transferred to ECGB, unless specifically agreed otherwise, in the form of individual written Agreement signed by both parties.

For this purpose only, all works created in terms of this tender and the assignments thereof shall be deemed to have been created under the control and direction of ECGB. All information documents, records and books provided by ECGB to any service provider in connection with the proposal or otherwise are strictly private and confidential. Any proposer to any third party shall not disclose them, except with the express consent of ECGB, which shall be granted in writing prior to such disclosure. ECGB however reserves the right to disclose any information provided by any service provider to any of the members of ECGB.

12. TERMINATION OF CONTRACT

ECGB reserves the right to terminate the award of any tender to any party if there are reasonable grounds for considering that there is non-performance by the contractor in terms of the contract. ECGB also reserves the right to curtail the scope of any tender awarded or to curtail any aspect of any bidder. In the event of any such cancellation or curtailment, the bidder shall have no claim or recourse against ECGB, of whatsoever nature, save the recoupment of the bidder's actual and reasonable costs already expended on the project.

13. SUBMISSION OF PROPOSALS

The complete proposals should be submitted sent via e-mail to procurement@ecgb.org.za

Contact Details

Enquiries concerning SCM and completion of SBD forms:
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Technical enquiries:

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19 February 2024

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CHIEF FINANCIAL OFFICER

ANNEXURE A

PRICING SCHEDULE - RENTAL & COST per page

CURRENT LOCATION	MACHINE SPEED AS PER ABOVE	AVERAGE VOLUMES (COLOUR) P/M	AVERAGE VOLUMES (B&W) P/M	TOTAL COST YEAR 1	TOTAL COST YEAR 2	TOTALCOST YEAR 3	TOTAL
MACHINE 1	35 copies/prints per minute	11 500	6500				
MACHINE 2	35 copies/prints per minute	11 500	6500				
TOTAL BID PRICE (INCL. VAT)							

NAME OF BIDDER: _____

SIGNATURE: _____

DATE: _____