

## REQUEST FOR QUOTATION

**RFQ NO: 117-2025**

**DESCRIPTION: APPOINTMENT OF A BIDDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PRINTING SERVICES FOR THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR) FOR TWELVE (12) MONTHS PERIOD.**

**Kindly furnish us with a written quotation as detailed in the enclosed schedule.**

The quotation must be submitted on the letterhead of your business and submitted not later than 27 June 2025 @ 11hH00 AM to email address: quotations@sadpmr.co.za

### The following conditions will apply:

- 1) Price(s) quoted must be valid for thirty (30) from the closing date of the tender.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:  
**80 points for price**  
**20 points for specific goals as follows:**
  - Enterprises owned by black women - 10 points
  - Entities owned by youth - 5 points
  - Entities owned by black people. - 5 points
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 6) Attach Certified copy of ID, CSD full registration report, BBBEE Certificate or BBBEE Sworn Affidavit, CIPC documents.
- 7) Late responses will not be considered.

| ISSUED BY:                                                                                                                                                                                           | CONTACT PERSON                                                                                                                                 | CONTACT PERSON                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>THE CHIEF EXECUTIVE OFFICER<br/>SOUTH AFRICAN DIAMOND AND<br/>PRECIOUS METALS REGULATOR<br/>P.O. BOX 16001<br/>DOORFONTEIN<br/>2028</b><br><br><b>Tel: (011) 223 7000<br/>Fax: (011) 334 8898</b> | <b>(SPECIFICATION)</b><br><b>Ms. Cynthia Khadimovha</b><br><br><b>E-mail: <a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a></b> | <b>(ADMINISTRATION)</b><br><b>Mr. Njabulo Mavuma</b><br><br><b>E-mail: <a href="mailto:njabulom@sadpmr.co.za">njabulom@sadpmr.co.za</a></b> |

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**PART A****INVITATION TO BID**

|                                                                                                                                                                      |                                                                                                                                                                                                                 |                                                |                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR)</b>                                                   |                                                                                                                                                                                                                 |                                                |                                                                  |
| RFQ NUMBER:                                                                                                                                                          | 117-2025                                                                                                                                                                                                        | CLOSING DATE & TIME:                           | 27 JUNE 2025 @11H00AM                                            |
| DESCRIPTION                                                                                                                                                          | <b>APPOINTMENT OF A BIDDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PRINTING SERVICES FOR THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR) FOR TWELVE (12) MONTHS PERIOD.</b> |                                                |                                                                  |
| <b>BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                        |                                                                                                                                                                                                                 |                                                |                                                                  |
| <b>Kindly furnish us with a written quotation as detailed in the enclosed schedule.</b>                                                                              |                                                                                                                                                                                                                 |                                                |                                                                  |
| The quotation must be submitted on the letterhead of your business and submitted not later than 27 June 2025@<br>11hH00 AM to email address: quotations@sadpmr.co.za |                                                                                                                                                                                                                 |                                                |                                                                  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                |                                                                                                                                                                                                                 | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                                                  |
| CONTACT PERSON                                                                                                                                                       | C Khadiamovha                                                                                                                                                                                                   | CONTACT PEOPLE                                 | N Mavuma                                                         |
| TELEPHONE NUMBER                                                                                                                                                     | (011) 223 7000                                                                                                                                                                                                  | TELEPHONE NUMBER                               | (011) 223 7000                                                   |
| FACSIMILE NUMBER                                                                                                                                                     |                                                                                                                                                                                                                 | FACSIMILE NUMBER                               |                                                                  |
| E-MAIL ADDRESS                                                                                                                                                       | <a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a>                                                                                                                                                | E-MAIL ADDRESS                                 | <a href="mailto:njabulom@sadpmr.co.za">njabulom@sadpmr.co.za</a> |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                          |                                                                                                                                                                                                                 |                                                |                                                                  |
| NAME OF BIDDER                                                                                                                                                       |                                                                                                                                                                                                                 |                                                |                                                                  |
| POSTAL ADDRESS                                                                                                                                                       |                                                                                                                                                                                                                 |                                                |                                                                  |
| STREET ADDRESS                                                                                                                                                       |                                                                                                                                                                                                                 |                                                |                                                                  |
| TELEPHONE NUMBER                                                                                                                                                     | CODE                                                                                                                                                                                                            |                                                | NUMBER                                                           |
| CELLPHONE NUMBER                                                                                                                                                     |                                                                                                                                                                                                                 |                                                |                                                                  |
| FACSIMILE                                                                                                                                                            | CODE                                                                                                                                                                                                            |                                                | NUMBER                                                           |



## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|                     |                   |
|---------------------|-------------------|
| Name of bidder..... | Bid number.....   |
| Closing Time 11:00  | Closing date..... |

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

| ITEM | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY | ** (APPLICABLE TAXES INCLUDED) |
|------|----------|-------------|---------------------------|--------------------------------|
|------|----------|-------------|---------------------------|--------------------------------|

- Required by: .....
- At: .....  
.....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**\*Delete if not applicable**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

- I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this tender is 80/20.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|                                           | POINTS |
|-------------------------------------------|--------|
| PRICE                                     | 80     |
| SPECIFIC GOALS                            | 20     |
| Total points for Price and SPECIFIC GOALS | 100    |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or

at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

|                                                           |           |                                                           |
|-----------------------------------------------------------|-----------|-----------------------------------------------------------|
| <b>80/20</b>                                              | <b>or</b> | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ | or        | $Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR GOOD AND SERVICES

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

|                                                           |           |                                                           |
|-----------------------------------------------------------|-----------|-----------------------------------------------------------|
| <b>80/20</b>                                              | <b>or</b> | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ | or        | $Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ |

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Enterprises owned by black women.                           |                                                                                      | 10                                                                                   |                                                                              |                                                                              |

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Entities owned by black people.                             |                                                                                      | 5                                                                                    |                                                                              |                                                                              |
| Enterprises owned by youth.                                 |                                                                                      | 5                                                                                    |                                                                              |                                                                              |

**NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.**

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process.
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the contract and claim any damage which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PRINTING SERVICES FOR THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR) FOR TWELVE (12) MONTHS PERIOD.**

## **1. INTRODUCTION**

The SADPMR seeks to appoint a service provider on a lease contract to supply, deliver, install and maintain the multi-functional printers (MFP's) to scan, fax, copy and print over the network in order to assist the SADPMR to meet its printing service requirements.

## **2. PROJECT OBJECTIVE**

The appointed service provider will be required to supply, deliver, install and maintain the Multi-Functional Printers (MFP's) for a period of twelve (12) months. Two (2) MFP's are to be stationed and installed at the SADPMR premises located in Corner Bonaero Drive and Cote D Azur Avenue Kempton Park , 1619 (GIDZ).

## **3. REQUIREMENTS**

The successful service provider will be required to provide a managed printing service:

### **3.1 Two (2) X Full Black and White Copier/Printer/Scanner with minimum specifications**

- 300 GIG HDD
  - PC Fax Ability
  - 4 GIG Memory
  - 4000 Sheet Capacity
  - Staple and Hole Punch Finisher
  - Print Speed 60 ppm
  - Scan Speed 180 ipm
  - Duplex Printing
  - Anti-jam Technology
- 
- Centralised device management system must be installed and manageable at the SADPMR Head Office.
  - Automatic document feeder, simplex and duplex, with different sizes e.g.A3, A4, A5, A6 etc.
  - A number of paper trays that takes up to 500 sheets, for the different paper sizes
  - Printing for large capacity cabinet must be installed.
  - Pin code access for all users.
  - Automatic clear of printer memory when full
  - The service provider to ensure that monthly printer readings correspond to monthly billing
  - Monthly reporting on failures and repairs to be provided to the SADPMR.

- Stock control and automated reordering of consumables.
- A safety stock of all consumables is to be placed at SADPMR office.
- Reporting tools to report on printing, scanning, faxing and copying. Reports must cover, total per section, total per device and per user. A report on consumables in stock is also required.
- Printing must be possible at any printer connected to the SADPMR network.
- Scan to email linked to user with pin code.
- Confidentiality of all documents to be ensured.
- Capability to manage individual user profiles, such as name of the printed documents.
- The system must be linked to the SADPMR Active Directory for secure and centralised access control.
- Single point of contact with the service providers Account Manager and Service Desk.
- Follow me printing where users are able to print to any printing device on the network.

#### 4. PROJECT PLAN AND OUTCOMES

The Main objective of this project is to ensure that printing services at SADPMR are efficient, available and cost effective. This contract should also ensure compliance with the regulatory standards, business process integration and reduce risks associated with the copying, faxing, scanning, and printing of sensitive organisational documents.

#### 5. COMPLETION DATE

The expected duration for the supply, delivery, implementation and maintenance of the equipment is two (2) weeks from the acceptance of the purchase order and then maintain the equipment for period of twelve (12) months.

#### 6. EVALUATION CRITERIA

Responses will be evaluated in two stages. The first stage being the functionality and the second stage being the price and specific goals

##### 6.1 PHASE 1: FUNCTIONALITY CRITERIA

| Description of item | Requirements                                                                                                                                       | Weighting |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Company experience  | Business profile of the company including a description of work previously undertaken for the delivery, installation, maintenance of MFP printers. | 10        |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                             | (Attach Business Profile)<br><br><i>1 year = 3 points; 2 years = 6 points; 3 years and above = 10 points</i>                                                                                                                                                                                                                                                                                                                        |    |
| Technician Requirements     | <ul style="list-style-type: none"> <li>• Vendor certified qualifications for MFPs</li> <li>• Experience</li> </ul> (Attach CV and qualifications of the Technician)<br><br><ul style="list-style-type: none"> <li>• Vendor certified qualifications for MFPs = 3 points.</li> <li>• Technician /Experience</li> </ul> <i>1 year = 2 points; 2 years = 4 points; 3 years and above = 7 points</i>                                    | 10 |
| Equipment Requirements      | Refer to <b>NUMBER 3 REQUIREMENTS</b> above.                                                                                                                                                                                                                                                                                                                                                                                        | 60 |
| Infrastructure Requirements | Certified copies of Proof of business address. E.g. municipal bill, Rates and Taxes, water and lights not older than 3 months.<br><br>Proof of physical address=10 points; No proof of address=0 points                                                                                                                                                                                                                             | 10 |
| Project plan/methodology    | A project implementation plan that outlines and tracks milestones, deliverables and tasks as well as resources to be assigned to the project and dependencies, which will demonstrate the prospective suppliers' understanding of requirements.<br><br><i>No project plan= 0 points; Project plan without milestones and deliverables= 5 points; Project plan with milestones and deliverables= 10 points (Attach project plan)</i> | 10 |

**NB: ONLY BIDDERS OBTAINING 70 POINTS OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.**

**7. PHASE TWO EVALUATION:** The 80/20 Principle is based on Price and specific goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of highest acceptable bid

7.2 A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

| Specific Goals                    | 80/20 Points System | Relevant Evidence                                  |
|-----------------------------------|---------------------|----------------------------------------------------|
| Enterprises owned by youth.       | 5                   | CSD / BBBEE certificate /<br>BBBEE Sworn Affidavit |
| Enterprises owned by black women. | 10                  | CSD / BBBEE certificate /<br>BBBEE Sworn Affidavit |
| Entities owned by black people.   | 5                   | CSD / BBBEE certificate /<br>BBBEE Sworn Affidavit |

#### 8. OTHER CONDITIONS

- SADPMR reserves the right not to appoint any bidder.
- SADPMR reserves the right to award the contract to a Bidder whose bid was not the lowest in price.
- SADPMR reserves the right to award the bid to a Bidder who is not the highest scoring Bidder.