Supply Chain Management Process Compliance Checklist

RECOMMENDED SERVICE PROVIDER: ALTRON DOCUMENT SOLUTIONS
DESCRIPTION OF REQUIREMENTS: REQUEST FOR PRINTING DEVISE FOR 3rd FLOOR CLUSTER 1
PURCHASE ORDER NUMBER: 61184

	Compliance Documentation	Yes/No/ Not Applicable	Comments
	Request for Quotation Process		
	(Sequential order of documents)		
1	Checklist	YES	
2	Purchase Order (detailed)	YES	
3	RFQ Report with all relevant signatories	YES	
4	Memo for less than three quotes (if applicable)	N/A	RT3 PROCESS
5	Comparative Schedule	N/A	
6	RFQ document issued to Service providers (SP's)	YES	
7	Specification or Terms of Reference	YES	
8	SAP / Google printout of commodity list of SPs	YES	RT3 LIST OF PARTICIPANTS
9	SCM Request for Quotation i.e Print Screen Email to SP's	YES	
10	Approved Business case with Sub-Bid Committee members	N/A	
11	Functionality Scoresheets (if applicable)	N/A	
12	Declaration of interest by Sub-Bid committee	N/A	
13	If panel appointment – Signed Award Letter		
	-Signed Service Level Agreement	N/A	
	-Panel Service Category	N/A	
	-List of Panel Participants in that category	N/A	
14	If Deviation appointment: Memo supported by Snr SCM Manager and approved by CFO / CEO (as per delegation)		
	-Sole Supplier Letter if sole distributor/ OEM / sole supplier etc	N/A	
	-If Emergency: Provide Photos / proof of emergency	N/A	
15	Email print-out of response from recommended SP	YES	
	Quote/proposal of recommended SP	YES	
	Signed SBD Forms	N/A	
	CSD Report	N/A	
	Valid BEE Certificate	N/A	
16	Email print-out of response from unsuccessful SP's	NO	
	Quote/proposal of unsuccessful SP Signed SBD Forms CSD Report Valid BEE Certificate	NO NO NO NO	
17	**COMPILED BY: LINDIWE MHLONGO**	**CHECKED BY:**	
18	**DATE: 02 MAY 2024** **SIGNATURE:** MMhlongo	**DATE:** **SIGNATURE:**	

Supply Chain Management Process Compliance Checklist

FINANCE SECTION

Purchase Requisition	
RFQs	
GL/Aging	
Quotation	
Signed off Invoice confirming goods delivery /service rendered	
Statement	
Documentation in the payment pack stamped **PAID**	
Accounts Payable Processing Official:	
Signature & Date:	

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

Billing Address:
Attention: Accounts Payable
Menlyn Corporate Park, Block B
175 Corobay Avenue
Corner Garsfontein and Corobay Streets
Waterkloof Glen ext.11 , PRETORIA 0181

Delivery Address:
Menlyn Corporate Park Block B
175 Corobay Avenue
Cnr Garsfontein and Corobay Waterkloof Glen ext11
Pretoria

PURCHASE ORDER

Order Number:	61184
Order Date:	2024-05-02
Supplier Ref. No.:	REQ #116706
Delivery Date:	2024-05-13
Our Contact:	Mhlongo Lindiwe 0123698000
Fax No:	0123698000

Vendor Name:	ALTRON TMT PTY LTD
Vendor Code:	V-ALT004
Telephone:	0734455103
Contact Person:	ZANDILE
E-mail Address:	Zandile.Poyo@bdsol.co.za
Address:	

Line No.	Item Description	Warehouse	Goal	Project	Quantity	Unit Cost	Line Total
1	NO, 3rd Floor, Cluster 1, Multi-function printer needed	HCC-ADMN	Enablers		36.00	5664.55	203923.80

Total Order Amount (VAT INCLUSIVE) **R 203 923.80**

Speacial Message :

Request for Multi-function Printer at 3rd Floor Cluster 1 - MFPC6 AltaLink C8135 Copy/Print/Scan; 3TM

Terms and Conditions :

This order is subject to the GENERAL CONDITIONS OF CONTRACT available on our website or on request from our Supply Chain Management unit. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. Payment will be made in Rand unless otherwise stipulated in SCC.
Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part if (a) the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
Please quote order number in all correspondence

Official Stamp

Authorised Signatory ____________________

SALGA
SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
Inspiring service delivery

RFQ REPORT

CLUSTER	HCC-ADMIN	REQUISITIONER:	KAREL DE KLERK		
REQUISITION NUMBER	116706	END-USER:	ROSEMARY RAMATSEA		
PURCHASE ORDER	61184				
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR PRINTING DEVICE FOR 3rd FLOOR CLUSTER 1 - MFPC6 AltaLink C8135 Copy/Print/Scan; 3TM				
PART A : SCM PROCESS	[redacted]				
Date requistion received from Client	15-Apr-24				
BSC date	N/A				
Date RFQ issued	16-Apr-24				
Number of suppliers RFQ issued to:	16 Service Providers				
Number of responses received	1 Service Provider				
Closing date	22-Apr-24				
RFQ Evaluation start date	N/A				
RFQ Evaluation end date	N/A				
	[redacted]				
PART B : SUPPORTING DOCUMENTS	ALTRON DOCUMENT SOLUTIONS				
	R203 923.80		R0.00	R0.00	R0.00
Pricing	YES	YES	YES	YES	YES
Supplier Registered on CSD	YES	YES	YES	YES	YES
Specification in line with Quotation	YES	YES	YES	YES	YES
SBD 4	YES	YES	YES	YES	YES
SBD 6.1	N/A	N/A	N/A	N/A	N/A
SBD 6.2	N/A	N/A	N/A	N/A	N/A
Local Content Declaraion	Qualified				
Recommended service provider	ALTRON DOCUMENT SOLUTIONS	R203 923.80			

Compiled by SCM Buyer	Checked by : Senior SCM Officer	Approved By:	Approved By: (Transactions R100 000 and above)
Lindiwe Mhlongo	N Msomi	L Qupe	T Mthethwa
Signature:	Signature: ______________________	Signature: ______________________	Signature: ______________________
Date: 02 May 2024	Date: ______________________	Date: ______________________	Date: ______________________

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

RT3-2022 ANNEXURE D1

Analysis of Printing Requirements for Categories 1 to 4

(TO BE COMPLETED BY THE END-USER WITHIN A STATE INSTITUTION)

MODEL SELECTION *(by ticking in the box)*

:	**Rental & Copy Charge**	✔
:	**Managed Print Services**	
:	**Pay for Use (MDS)**	

It is not advisable to have more than one (1) Service Provider for MPS and Pay for Use

State Institution	:	SALGA National Office
Division within State Institution	:	3rd Floor - Cluster 1 (NO Office)
Address	:	175 Corobay Avenue Menlyn Corporate Office Park PRETORIA
Name & Surname of End-User	:	Karel de Klerk *(If more than 1 end-user attach a separate list to the Supplier)*
End-User email Address	:	kdeklerk@salga.org.za
End-User telephone Or cellphone numbers	:	0828803846 / 0123698000

Note: Supplier and Participant are still to engage for better understanding of the printing requirements and an analysis of the printing environment must still be conducted by the Supplier.

Procurement Options

State institutions have different printing needs; provision has therefore been made for different procurement options from the transversal contract to cater for the different printing needs on existing lease agreements emanated from RT3-2015 to RT3-2018 and new lease agreements to emanate from RT3-2022. The printing needs assessment analysis performed by the Supplier will inform any option suitable to the State institution.

(Select option by ticking in the box)

1.1 **Option 1** ☑

State institutions can lease or procure a complete printing solution, which requires the completion of this analysis for printing requirements

1.2 **Option 2** ☐

State institutions can lease or procure equipment only, which requires the completion of this analysis for printing requirements

1.3 **Option 3** ☐

State institutions can lease or procure services only (e.g. software to perform a certain service or function), which requires the completion of this analysis for printing requirements

1.4 **Option 4** ☐

State institutions can lease or procure accessories only, which requires the completion of this analysis for printing requirements with a clear indication to the Supplier/s

1.5 **Option 5** ☐

State institutions can lease or procure a combination of any of the above options, which requires the completion of this analysis questionnaire

Note! Supplier may request any relevant information of the current printing solution for better analysis of the printing requirements

#	Element	Response Complete or tick √
		NEW EQUIPMENT / PRINTING SOLUTION

ALL Suppliers are to provide basic services of electronic monitoring, meter reading and print release by pin codes as it is a standard function on the equipment.

#	Are you looking for a?									
1	Printer		Copier		Scanner		Fax		All of them	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	✔		✔		✔					

#	Element				
2	What is the reason for the leasing of new equipment / printing solution?				
	Replacement of existing?			Yes ✔	No
	Cost cutting removing existing desktop printers?			Yes	No ✔
	New division/unit within the State institution?			Yes	No ✔
3	What is the paper **size** required?	A4 ✔	A3 ✔	Both ✔	Any other
4	Does your institution expect copy volume to increase or decrease?	Yes Why?			No X

#	Element		
5	What is the paper **weight** and thickness required?		
	35-55 gsm : Most newspapers	Yes	No ✔
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages	Yes ✔	No
	130-250 gsm : A good quality promotional poster	Yes ✔	No
	180-250 gsm : Mid-market magazine cover	Yes ✔	No
	350 gsm : Most reasonable quality business cards	Yes	No ✔

#	Element			
6	Will your institution be printing in mono / colour / both?	Mono ✔	Colour ✔	Both ✔
7	Will Supplier be required to link all the users to the equipment?	Yes ✔	No	
8	Is there a required or preferred print speed and if so, why?	No	Yes, and why? YES, min 25 pages per minute	
9	Will the equipment be connected to a network or by USB?	Network	Yes ✔	No

#	Element	Response Complete or tick √
		USB: Yes [ ] No [ ]
10	Do you have an in-house printing facility? Dedicated print room?	Yes [✔] No [ ]
11	Will you institution be making use of the following finishing options?	Stapling: Yes [✔] No [ ] Booklet Printing: Yes [✔] No [ ] Punching: Yes [ ] No [ ] Mobile print: Yes [ ] No [ ] Any other: Yes* [ ] No [ ] None: Yes [ ] No [ ] Sort Only: Yes [ ] No [ ] Hole Punch: Yes [ ] No [ ] 2 Holes: Yes [ ] No [ ] 4 Holes: Yes [ ] No [ ] *List any other
12	Will your institution be making use of mobile printing?	Yes [✔] No [ ]
13	What type of jobs will your institution be printing?	Graphics/Presentation handouts: Yes [✔] No [ ] Reports, plans, spreadsheets: Yes [✔] No [ ] Memos, letters, E-mail: Yes [✔] No [ ] Other: Yes [✔] No [ ]
14	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable? Yes [✔] No [ ]
15	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions? Yes [✔] No [ ] Adherence to special security regulations? Yes [ ] No [ ]
16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?	
17	How does your institution intend to control or release print job?	Access Cards: Yes [ ] No [ ] Pin Codes: Yes [✔] No [ ] Parking Tags: Yes [ ] No [ ]

Is your institution interested in a managed print environment?	Yes	☐	No	☑
Does your institution have the need to control its printing budget?	Yes	☐	No	☑
Does your institution require usage measurement tools?	Yes	☐	No	☑
Does your institution require a well-constructed print policy?	Yes	☐	No	☑

1. How many document output devices are currently leased? 6 for National Office

2. What are the maximum monthly volume prints 10000 and what the average 6 months volume prints? 60000

3. How many devices are on a cost per page contract? 14

4. How many devices were purchased outright? 0

5. How many Suppliers do you currently deal with for hardware, supplies, and service? 4

6. How many invoices do you receive each month for hardware, supplies, and service? 4

7. What is the current method for measuring total cost of document output? invoices

8. How many users in your institution do you currently have? 20 per printer

9. What percentage of the devices, if any, is currently under a Rental & Copy contract? all

10. What percentage of the devices, if any, is currently under an MPS? none

11. If applicable, what does your current MPS contract(s) include?

n/a

12. What are your overall goals and expectations for your MPS or Pay for Use project?

n/a

13. What processes do you expect to streamline or improve (e.g. meter collection and billing, supplies fulfillment, etc.)?

we will manually collect readings and email

14. Are all your institution's devices connected on the same network or different networks?
Yes ☑ No ☐

If different, please explain? ______

15. Do you have a print server? Yes ☐ No ☑

16. How many sites does your institution have? 1 Can you supply addresses of the sites? Yes ☑ No ☐ *Please provide a separate list to the Service Provider*

17. Does your institution have an integrated Active Directory (AD) with which software can integrate for MPS or Pay for Use?

Yes ☑ No ☐

18. How far are the printing devices from the network point? 2 meters

If a network point has been provided, please provide IP address, Subnet mask, gateway and Simple Mail Transfer Protocol (SMTP) address (or contact details of onsite IT support)

ICT: 012 369 8000

19. Number of users who needs to be linked to the printer/s: 20

20. Please stipulate your printing expectations:

20.1 Copy,
20.2 Print,
20.3 Scan to e-mail,
20.4 Scan to folder,
20.5 Fax,
20.6 Any other: Print copy scan

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21. Will your institution be interested in a central print solution (secure "follow me print"), print release via pin code, card reader or biometric?

Yes ☐ No ☑

22. Will your institution be interested in a reporting system (user level print/copy job management)?

Yes ☐ No ☑

23. Will your institution be interested in an electronic toner ordering/electronic meter count collection/electronic call logging?

Yes ☑ No ☐

Completed at Pretoria on this 5 of Sept 2023
(State institution's location) *(Day)* *(Month & year)*

End-user Signature [signature] date 5 September 2023

From:	Lindiwe Mhlongo
To:	Lindiwe Mhlongo
Cc:	Nokwanda Msomi
Bcc:	"Poyo, Zandile (Zandile.Poyo@bdsol.co.za)"; "Koen Dekker"; "cgv@eoh.com"; "adel@pta-pansolutions.co.za"; rt3@eoh.co.za; njabulo@ollivetti.co.za; pmoloto@datacentrix.co.za; estelle.jansen@altron.com; dennis@asolution.co.za; info@innovation247.co.za; sibongilem@introstat.co.za; obaydj@apexict.co.za; director@emtelle.africa; emily@enr.co.za; gcina@flex-sechaba.co.za; tim.zondo@hazven.com
Subject:	Request for quotations for 3rd Floor - Cluster 1
Date:	Tuesday, April 16, 2024 4:01:00 PM
Attachments:	3rd Floor - Cluster 1 - RT3-2022 Annexure D1 Analysis of Printing Requirements NO PTA only - Copy.pdf

Good
Day ,

Please see attached Analysis Questionnaire, in response please email the Quotation. Below is the important areas that need to be efficiently adhered to when sending the quotes, so that the evaluation is done with openness and fairness:

- Please quote copy charges estimated as per the attached Annexure 6000 Mono and 4000 colour
- Copy charges must be included in Total amount for 36 months
- Contract period must only be 36 months on the quote not more
- Prices on the quote should match the updated price-list from National Treasury

Closing Date: 24/04/2024
Regards,

Footer Imange

Ms Lindiwe Mhlongo
National Office
Finance & Corporate Services
Supply Chain Management
175 Corobay Avenue
Block B Menlyn Corporate Park
Corner Garsfontein Road
Waterkloof Glen Ext. 11
Pretoria
0183

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

Menlyn Corporate Park Block B
175 Corobay Avenue
Cnr Garsfontein and Corobay
Waterkloof Glen ext11
Pretoria
0001

Email : **lmhlongo@salga.org.za**
Fax : **0123698000**

Request for Quotation

RFQ Number : **116706**

Supplier Details :			
Attention :	ALTRON TMT PTY LTD	Email :	Zandile.Poyo@bdsol.co.za
Fax :	0866411025	Date :	2024-05-02
Phone :	0119289135		

Comments :

NO, 3rd Floor, Cluster 1, Multi-function printer needed

Item Description	**Quantity**
NO, 3rd Floor, Cluster 1, Multi-function printer n	1

Please note :

1. Quotation should reach us no later than : **2024-05-02**
2. Quotation should be valid for at least 30 days.
3. Is the offer strictly according to specifications? Yes/No
4. If not to specification, state deviation(s).
5. Please indicate your delivery period:
6. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
7. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
8. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
9. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
10. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
11. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
12. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
13. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:

    a) Textiles, Clothing, Leather and Footwear: 100 % b) Office Furniture: 85 % , breakdown per table below:

#	Description	Local Content
1	Melamine office desk with drawers	70%
2	Office desk (drawers) with timber top on steel frame	90%
3	Office desk (drawers) with supawood (MDF) top on steel frame	90%
4	Melamine/Paper foil office desk with drawers	70%
5	Stacker upholstered chair-4 legged without arms	100%

#	Description	Local Content
6	Side upholstered chair - sleigh base with arms	70%
7	Side upholstered chair with arms on 5 star base	65%
8	Steel stationery cupboard	100%
9	Steel drawer(s) filing cabinet	100%
10	Wood stationery cupboard	100%
11	Wood drawer(s) filing cabinet	100%

14. For bids of above R30 000 to R50 million , SALGA evaluates these in terms of the 80/20 adjudication criteria where :

    a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100

15. For bids of above R50 million , SALGA evaluates these in terms of the 90/10 adjudication criteria where :

    a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

RE: Request for quotations for 3rd Floor - Cluster 1 - Message (H...

RE: Request for quotations for 3rd Floor - Cluster 1

Zandile Poyo <Zandile.Poyo@altron.com>
To Lindiwe Mhlongo

Wed 1/17/2024 2:26 PM

Retention Policy SALGA Retention Policy (10 years) Expires 1/14/2034

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

SALGA Financial Proposal- cluster 1.pdf 262 KB

Hi Lindi

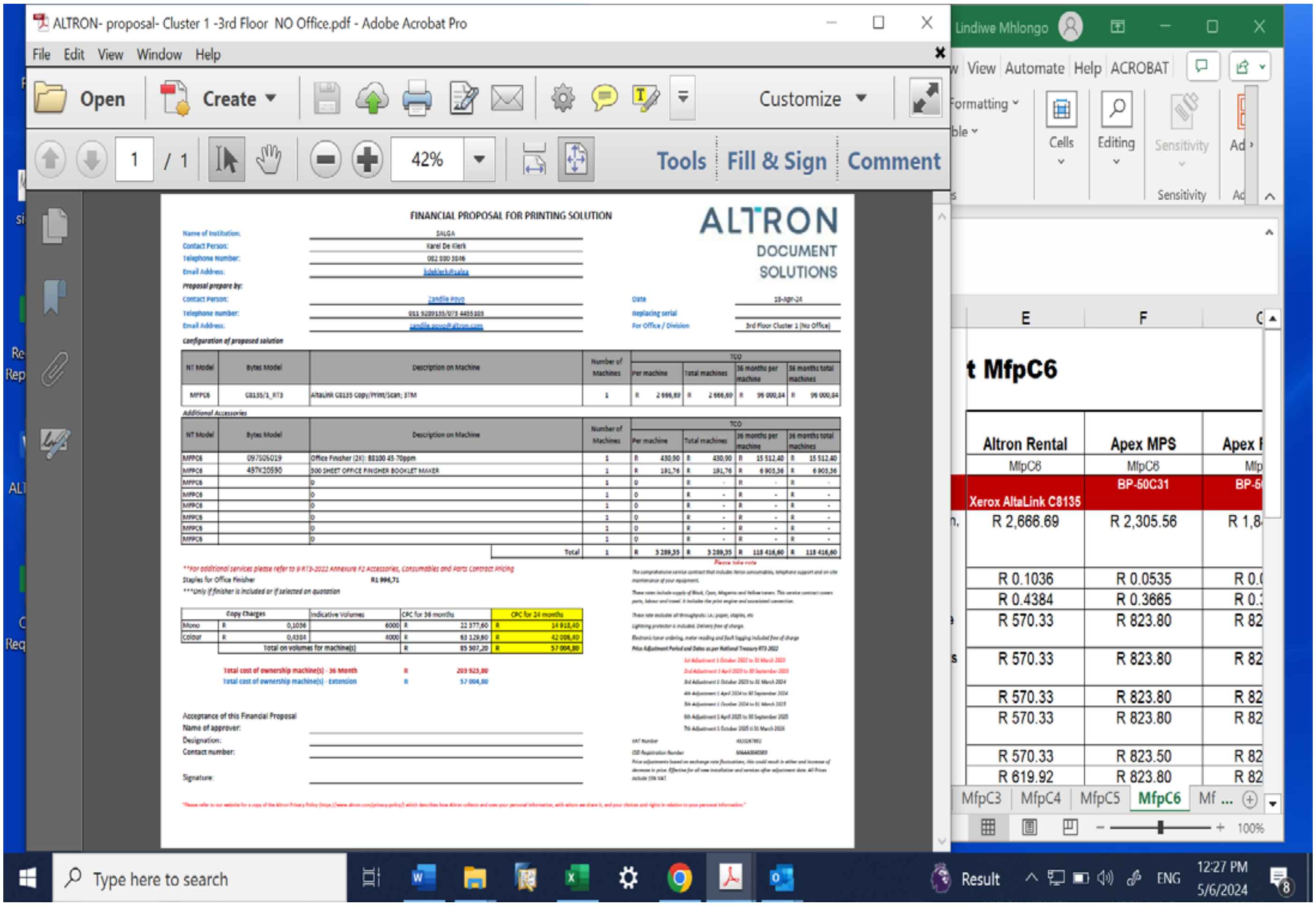
Please find attached proposal as requested.

Kind Regards

Zandile Poyo
Business Development Manager – SOEs & Government
Altron Document Solutions
0119289135
+27 73 4455103

This document is protected by Altron - labelled as General Business Information

From: Estelle Jansen <Estelle.Jansen@altron.com>
Sent: Friday, January 12, 2024 4:15 PM



FINANCIAL PROPOSAL FOR PRINTING SOLUTION

ALTRON DOCUMENT SOLUTIONS

Name of Institution:	SALGA
Contact Person:	Karel De Klerk
Telephone Number:	082 880 3846
Email Address:	kdeklerk@salga

Proposal prepare by:

Contact Person:	Zandile Poyo	Date	18-Apr-24
Telephone number:	011 9289135/073 4455303	Replacing serial	
Email Address:	zandile.poyo@altron.com	For Office / Division	3rd Floor Cluster 1 (No Office)

Configuration of proposed solution

NT Model	Bytes Model	Description on Machine	Number of Machines	TCO Per machine	TCO Total machines	TCO 36 months per machine	TCO 36 months total machines
MFPC6	C8135/1_RT3	AltaLink C8135 Copy/Print/Scan; 3TM	1	R 2 666,69	R 2 666,69	R 96 000,84	R 96 000,84

Additional Accessories

NT Model	Bytes Model	Description on Machine	Number of Machines	TCO Per machine	TCO Total machines	TCO 36 months per machine	TCO 36 months total machines
MFPC6	097S05019	Office Finisher (2K): B8100 45-70ppm	1	R 430,90	R 430,90	R 15 512,40	R 15 512,40
MFPC6	497K20590	500 SHEET OFFICE FINISHER BOOKLET MAKER	1	R 191,76	R 191,76	R 6 903,36	R 6 903,36
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
		Total	1	R 3 289,35	R 3 289,35	R 118 416,60	R 118 416,60

Please take note

**For additional services please refer to 9 RT3-2022 Annexure F2 Accessories, Consumables and Parts Contract Pricing

Staples for Office Finisher R1 996,71

***Only if finisher is included or if selected on quotation

Copy Charges		Indicative Volumes	CPC for 36 months	CPC for 24 months
Mono	R 0,1036	6000	R 22 377,60	R 14 918,40
Colour	R 0,4384	4000	R 63 129,60	R 42 086,40
	Total on volumes for machine(s)		R 85 507,20	R 57 004,80

Total cost of ownership machine(s) - 36 Month R 203 923,80

Total cost of ownership machine(s) - Extension R 57 004,80

Acceptance of this Financial Proposal

Name of approver:

Designation:

Contact number:

Signature:

Lightning protector is included. Delivery free of charge.

Electronic toner ordering, meter reading and fault logging included free of charge

Price Adjustment Period and Dates as per National Treasury RT3-2022

1st Adjustment 1 October 2022 to 31 March 2023

2nd Adjustment 1 April 2023 to 30 September 2023

3rd Adjustment 1 October 2023 to 31 March 2024

4th Adjustment 1 April 2024 to 30 September 2024

5th Adjustment 1 October 2024 to 31 March 2025

6th Adjustment 1 April 2025 to 30 September 2025

7th Adjustment 1 October 2025 to 31 March 2026

VAT Number

CSD Registration Number

FINANCIAL PROPOSAL FOR PRINTING SOLUTION

ALTRON DOCUMENT SOLUTIONS

Name of Institution: SALGA
Contact Person: Karel De Klerk
Telephone Number: 082 880 3846
Email Address: kdeklerk@salga

Proposal prepare by:

Contact Person: Zandile Poyo
Telephone number: 011 9289135/073 4455103
Email Address: zandile.poyo@altron.com

Date: 18-Apr-24
Replacing serial:
For Office / Division: 3rd Floor Cluster 1 (No Office)

Configuration of proposed solution

NT Model	Bytes Model	Description on Machine	Number of Machines	TCO			
				Per machine	Total machines	36 months per machine	36 months total machines
MFPC6	C8135/1_RT3	AltaLink C8135 Copy/Print/Scan; 3TM	1	R 2 666,69	R 2 666,69	R 96 000,84	R 96 000,84

Additional Accessories

NT Model	Bytes Model	Description on Machine	Number of Machines	TCO			
				Per machine	Total machines	36 months per machine	36 months total machines
MFPC6	097S05019	Office Finisher (2K): B8100 45-70ppm	1	R 430,90	R 430,90	R 15 512,40	R 15 512,40
MFPC6	497K20590	500 SHEET OFFICE FINISHER BOOKLET MAKER	1	R 191,76	R 191,76	R 6 903,36	R 6 903,36
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
MFPC6		0	1	0	R -	R -	R -
		Total	**1**	**R 3 289,35**	**R 3 289,35**	**R 118 416,60**	**R 118 416,60**

***For additional services please refer to 9 RT3-2022 Annexure F2 Accessories, Consumables and Parts Contract Pricing*

Staples for Office Finisher **R1 996,71**

****Only if finisher is included or if selected on quotation*

Copy Charges		Indicative Volumes	CPC for 36 months	CPC for 24 months
Mono	R 0,1036	6000	R 22 377,60	R 14 918,40
Colour	R 0,4384	4000	R 63 129,60	R 42 086,40
	Total on volumes for machine(s)		**R 85 507,20**	**R 57 004,80**

Total cost of ownership machine(s) - 36 Month R 203 923,80
Total cost of ownership machine(s) - Extension R 57 004,80

Please take note

The comprehensive service contract that includes Xerox consumables, telephone support and on-site maintenance of your equipment.

These rates include supply of Black, Cyan, Magenta and Yellow toners. This service contract covers parts, labour and travel. It includes the print engine and associated connection.

These rate excludes all throughputs: i.e.: paper, staples, etc

Lightning protector is included. Delivery free of charge.

Electronic toner ordering, meter reading and fault logging included free of charge

Price Adjustment Period and Dates as per National Treasury RT3-2022

1st Adjustment 1 October 2022 to 31 March 2023
2nd Adjustment 1 April 2023 to 30 September 2023
3rd Adjustment 1 October 2023 to 31 March 2024
4th Adjustment 1 April 2024 to 30 September 2024
5th Adjustment 1 Ocotber 2024 to 31 March 2025
6th Adjustment 1 April 2025 to 30 September 2025
7th Adjustment 1 October 2025 ti 31 March 2026

VAT Number *4320267851*

CSD Registration Number *MAAA0040389*

Price adjustments based on exchange rate fluctuations, this could result in either and increase of decrease in price. Effective for all new installation and services after adjustment date. All Prices include 15% VAT.

Acceptance of this Financial Proposal
Name of approver: ______________________
Designation: ______________________
Contact number: ______________________

Signature: ______________________