



07 JUNE 2024

---

**Addendum No.1**  
**(1 Page)**

**NOTICE TO TENDERER**

**Tender Number:** 272G/2023/24

**Box Number:**

**Closing Date:** 02 July 2024

**Description:** SUPPLY, DELIVERY, INSTALLATION & MAINTENANCE OF PRODUCTION  
MULTIFUNCTIONAL PRINTER (BLACK & WHITE MACHINE)

The following Addendum is issued in terms of Clause 2.2.6 of the Tender Conditions

This Notice to Tenderers forms an integral part of the Contract and is an addendum which must be recorded in Schedule 134 and bound within the 'Returnable Schedules'.

**ELIGIBILITY CRITERIA - FUNCTIONALITY: 2.2.1.1.5 Minimum score for functionality**

**1) Page 10:**

- 1.1 Table – Evaluation Criteria in relation to Number of certified technicians updated to insert the following.

*Maximum of 4 technicians will be used for scoring purposes.*

To be reflected in Table 1 below;

- 1.2 Table – Evaluation Criteria in relation to Number of years' experience of certified Technicians updated to insert the following.

*The points scored by each Technician will be added together to get "Maximum Points" for scoring purposes.*

Maximum of 4 technicians will be used for scoring purposes.

To be reflected in Table 1 below;

1.3 Table – Scoring for Number of years' experience of certified Technicians amended for each applicable values/points stated in the criteria.

- > 1 and ≤ 2 years amended from 10 to 4
- > 2 and ≤ 4 years amended from 20 to 6
- > 4 years ≤ 6 years amended from 30 to 8
- More that 6 years amended from 40 to 10

To be reflected in Table 1 below;

**Table 1**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----|-----|
| <p>Each confirmatory letter/certification must include the following:</p> <ul style="list-style-type: none"> <li>• Must be on a letterhead,</li> <li>• Must be signed by the OEM,</li> <li>• Must detail the date of issue.</li> </ul> <p>Maximum of 4 technicians will be used for scoring purposes.</p> <p>Please respond to this functional requirement and provide evidence to your response in <a href="#">Schedule F13C</a>: Information to be Provided with the Tender</p> <p><b>Number of years experience of certified Technicians</b></p> <p>The OEM confirmatory letter/certification, as listed in the above is a pre-requisite for the CV to be evaluated and should there be no confirmatory letter/certification, the CV will not be evaluated.</p> <p>Tenderers must provide CV's of the Certified Technicians in above, by populating the supplied Templates in <a href="#">Schedule F.13D</a>.</p> <p>Technicians must either be in the employment of the Tenderer or have a commitment or agreement in place with the Tenderer and/or to this contract upon the award of the Tender.</p> <p>The relevant experience displayed in the CV <b>MUST</b> be in alignment with the scope of the project refer to C.5 SPECIFICATION(S).</p> <p>The points scored by each Technician will be added together to get "Maximum Points" for scoring purposes.</p> <p>Maximum of 4 technicians will be used for scoring purposes.</p> | 4 certified support staff members | 20 |     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | < 1 years                         | 0  | 40  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | > 1 and ≤ 2 years                 | 4  |     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | > 2 and ≤ 4 years                 | 6  |     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | > 4 years ≤ 6 years               | 8  |     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | More that 6 years                 | 10 |     |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |    | 100 |

Yours Sincerely,

.....  
**For:**  
**Director: Supply Chain Management**

**ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO. 272G/2023/24**

At ..... on this ..... Day of ..... 2024.

Signature: .....

Name of Signatory: .....  
(In ink and capitals)

Tenderer: .....  
(Name of firm in ink and capitals)