

BROADBAND INFRACO SOC LTD

APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT MULTI-FUNCTIONAL PRINTERS TO BROADBAND INFRACO FOR A PERIOD OF 36 MONTHS	
RFQ NUMBER:	11838
RFQ ISSUE DATE:	14 May 2025
RFQ CLOSING DATE:	21 May 2025 @ 12:00
RFQ VALIDITY PERIOD:	60 days (COMMENCING FROM THE RFQ CLOSING DATE).
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	BROADBAND INFRACO IS SEEKING PROPOSALS FROM QUALIFIED SERVICE PROVIDERS TO LEASE OUT MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF 36 MONTHS.
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Supply Chain Management – Commercial Department Email: Quotations@infraco.co.za
ENQUIRIES ABOUT THE RFQ MUST BE SENT TO:	Khanyi Mananga on Email: Khanyisile.Mananga@infraco.co.za

Bidders must acknowledge receipt of this RFQ on the above contact details.

Annexure A

BIDDER:

REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

FAX:

E-MAIL ADDRESS:

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before the RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHS Act and regulations and therefore it is important for the bidders to include OHS compliance costs (i.e., safety file for the recommended bidder will be approved by Broadband Infraco).
6. Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate.
7. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders must attach a valid B-BBEE certificate, correct affidavit or valid exemption letters with the bid. Copies must be certified.
9. Bidders must submit the full CSD report.
10. Bidders are required to complete **PART A** for all price quotations exceeding the value of R30 000 (VAT included).
11. This RFQ will be evaluated in terms of Price and Specific Goals system and points shall be awarded accordingly.
12. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate clearly which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
13. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambit of the law.
14. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
15. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
16. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc will be disqualified.

17. Bidders will be disqualified if there are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.

NB*, Please provide us with a detailed quotation on your company letterhead, indicating all the product specifications and indicate compliance (and any deviations) to the given specification.

DECLARATION BY BIDDER

I, the undersigned (NAME)..... certify that:

- i. I have read and understood the conditions of this RFQ.
- ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

.....

Signature

Date

.....

Capacity

STANDARD BIDDING DOCUMENT 1 - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD					
BID NUMBER:	11838	CLOSING DATE:	21 May 2025	CLOSING TIME:	12:00 Noon
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO LEASE OUT MULTI-FUNCTIONAL PRINTERS TO BROADBAND INFRACO FOR A PERIOD OF 36 MONTHS				

BID RESPONSES MUST BE EMAILED.

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX CLEARANCE NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> No		<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
		[IF YES ENCLOSE PROOF]		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				[IF YES ANSWER PART B:3 BELOW]	
<i>SIGNATURE OF BIDDER</i>			<i>DATE</i>	
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</i>					

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER AND PROOF MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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 interest¹ in the enterprise, employed by the state?

YES/NO

2.2 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

2.3 Do you, or any person connected with the bidder, have a relationship

¹ 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.

with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

2.4 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**

2.4.1 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 consortium² 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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

2 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.

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.

3.7 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 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

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)

1.2 To be completed by the organ of state

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

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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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 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,

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

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned Entity	6	
Women Owned Entity	4	
Youth Equity Ownership	4	
People With Disability	3	
Military veterans	3	

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

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 damages which it has suffered as a result of having to make less favourable 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:
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TERMS OF REFERENCE

RFQ: 11839 : LEASING OF MULTI-FUNCTIONAL PRINTERS FOR 24 MONTHS

1. BACKGROUND INFORMATION

Broadband Infraco SOC Limited (Broadband Infraco, BBI) is a South African state-owned telecommunications provider established in 1989. We offer long distance national and international connectivity, including a fibre-optic network and a marine cable between South Africa and the United Kingdom. Our services cater to various clients, including network operators, mobile network operators, internet service providers, and public and private institutions.

Multi Functional Printers are an essential technology device that assist user with various functions such as printing, scanning and photocopying and as such are required by all users at Broadband Infraco.

2. BENEFITS

- Print
- Scan
- Photocopy

3. SCOPE OF WORK/SUPPLY

- Supply of five (5) Multi-Functional Colour and Black & White Photocopier/Printer/Scanner at Broadband Infraco.
- The period for printer leasing is for a period of three (3) years and will commence after both parties have signed the Service Level Agreement and on delivery of the machines.
- The service provider shall offer a comprehensive service plan and warranty for the duration of the rental period which is valid for three years.
- All-inclusive fixed rental, 36 months lease agreement with 0% escalation. Escalations must be included for year 1, 2 and 3, fixed per year.
- Broadband Infraco intends to conclude a rental agreement with a service provider who specialises in the field of provision, maintenance and the rental of multi-functional photocopy machines.
- A dedicated KAM to be assigned to Broadband Infraco and contact details of service and support for fault logging to be provided.
- Sets of spare toners for each machine shall be always kept at Broadband Infraco.
- Bidders must provide support turnaround time of not more than four (4) hours (service providers must have local offices in Gauteng)
- All user accounts must be setup on these units for the respective business division user
- Client's software and printer drivers must be fully installed and working in at least three Windows workstation per service unit
- Supply and configure printers with follow me option
- Administrator training
- Print Management Software
- Alert tools, reporting tool configuration and training
- Remote monitoring of printer counters required
- Regular and scheduled printer maintenance required

- The setup and activation of the ADMIN account on each unit
- Training of (6) IT Systems Support staff
- Only original toners for the printers to be supplied for the duration of the contract
- Estimated usage per month 20000 Black & White / 10000 Colour
- Print stapling required
- Print sorting required

3.1 SUPPLY AN ALL-INCLUSIVE MACHINE SERVICE AGREEMENT WHICH INCLUDES THE FOLLOWING:

- Delivery, Installation and Training
- Toner/print cartridges
- Drum
- Developer,
- All parts,
- Labour
- Call out charges
- Travel expenses
- Transport,
- Consumables
- Inspections,
- Adjustments and preventative maintenance
- Services be done on site.
- The service provider must have insurance on the machine for parts
- The service provider must make mention of any exclusions.
- Service must be fully comprehensive, on site, and covers all costs of travelling, parts and labour, Toner and Drum.

3.2 MINIMUM SYSTEMS SPECIFICATION REQUIREMENT

Service providers must comply with the requirements marked with an (*), failure to comply will not be considered for further evaluation

No:	System Specifications	Yes	NO	Comment
1. *	Minimum of 1.2 Ghz			
2. *	Minimum memory of 4GB			
3. *	System hard disk drive 32GB SSD			
4. *	Interface Ethernet RJ45 10/100/1000 MB			
5. *	Wireless connectivity			
6. *	Support for SD slot			
7. *	Support for printing from USB			
8. *	Protocols connectivity – TCP/IP			
9. *	Protocols for management - SNMP			
10. *	Protocols for Administration - HTTP			
11. *	Automatic document feeder			
12. *	Paper size A4			

13. *	Paper size A3			
14. *	No. of trays – four (4)			
15. *	Custom paper printing			
16. *	Letterheads printing			
17. *	Support for 50 user accounts minimum			
18. *	Billing or accounting per user account			
19. *	Integration with Microsoft AD/Azure			
20. *	Support for MS Windows Server/Desktop OS			
21. *	Staple and Sorting			
22. *	Up to 40/12 pages per minute A4/A3 in colour and b/w.			
23. *	Input capacity : 7,150 sheets A4			
24. *	Output Capacity: 500 sheets face down, max. Output capacity 4,300 sheets .			
25. *	Toner Capacity – High Yield			
Functions:				
Printing				
26. *	Reprinting			
27. *	Pin codes/ Passwords for printing			
28. *	Colour printing			
29. *	Black and white printing			
30. *	Booklet printing			
31. *	Duplex printing			
32. *	A3 printing			
33. *	A4 printing			
34. *	Document feeder for letterheads			
35. *	Printing on cards			
36. *	Colour: 160 images per minute, b/w: 160 image per minute.			
37. *	Printers drivers for Microsoft windows and apple Mac.			
38. *	Printer fonts PCL			
39. *	Direct print to PDF			
40. *	Direct print to TIFF			
41. *	1,200 X 1,200 dpi depth for print quality of 4,800 dpi equivalent x 1,200 dpi.			
42. *	Support postscript			
43. *	Secure printing			
44. *	Priority printing			
Photocopying				
46. *	Support A3			
47. *	Support A4			

48. *	Sorting & Stappling			
49. *	Job reserve			
50. *	Duplex copying			
51. *	Network device			
52. *	Continuous copying			
53. *	Document feeder			
54. *	Image adjustment facilities			
55. *	Web interface for management			
56. *	Pin codes			
	Scanning			
58. *	Scan to USB			
59. *	Scan to email			
60. *	Scan to desktop			
61. *	Scan to users mailbox on hard disk drive on machine			
62. *	Colour scanning			
63. *	Black and white scanning			
64. *	A3 scanning			
65. *	A4 scanning			
66. *	Duplex scanning			
67. *	Formats – PDF, TIFF, Colour			

4. BID EVALUATION METHODOLOGY

The Evaluation will be done in three (3) stages, as follows:

4.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply which requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a pricing proposal on the company letterhead,
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1
- Recent CSD Report
- Valid Tax Pin or Certificate
- Certified copy of BBBEE or Sworn Affidavit

4.2 STAGE 2 – FUNCTIONALITY CRITERIA

Functionality	Functionality Evaluation Criteria	Sub Weight	Weighting
Experience & Capacity	The Bidder must have the following experience and capacity.		
	<ul style="list-style-type: none"> • Attach three (03) letters of successful supply, configure and installation MFP. • All letters must be in writing, dated, signed, have contact details and on a letterhead of the entity that issued the letter. 		30
	(0) letters of supply, configure and install MFP services = 0	0 points	
	(02) letters of supply, configure and install MFP services = 20	20 points	
	(03+) years of experience supply, configure and install MFP services = 30	30 points	
Scored/Weight achieved			
Bidder Certification/ Affiliation Requirements	Provide a copy of a valid OEM letter and/or certificate with clear details.		
	<ul style="list-style-type: none"> (a) the bidder's name (b) the bidder is a certified reseller/partner (c) date the partnership was established, and (d) information stating that the partnership is valid at time of bid. 		30
	OEM Partner/Reseller Letter/Certificate = 20	30 points	
	No OEM Partner/Reseller Letter/Certificate = 0	0 points	
Scored/Weight achieved			
Methodology Detailed Project Implementation Plan	Bidder must provide a detailed Project Implementation Plan with clear Time Lines, Skill Transfer and Engagement Strategy		40
	The approach is poor/unlikely to satisfy the project objectives or requirements.	0 points	
	The Project Plan is practical, implementable, has timelines/ milestones and is according to the scope of work = 40	40 points	
	Scored/Weight achieved		
Total Score Achieved			100

Bidders must display compliance to all the specifications on the table above, non-compliance will lead to disqualification from further evaluation.

STAGE 3 – PRICE AND SPECIFIC GOALS EVALUATION

Bidders will be evaluated on price and specific goals using the 80/20 preference point system, as per the table below.

PRICE AND SPECIFIC GOALS

The average rate price for each services costed will be utilized to determine the bid price. The evaluation for Price and Specific Goal shall be based on the 80/20 PPPFA Principle and the points for evaluation criteria are as follows:

CRITERIA	WEIGHTING/ POINTS
Price	80
Specific Goals	20
Total	100

NB: Price and specific goals points will be calculated as described in the Preferential Procurement Regulations of 2022. SBD 6.1 form must be used to claim points for specific goals for the company.

5. PRICING SCHEDULE

Service agreement	To be completed
A4 Black and White COPIES/PRINT	
Cost (per cents) per copy/prints Year 1	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 2	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 3	Copies/prints @..... cents per copy/page

Service agreement	To be completed
A4 Colour COPIES/PRINT	
Cost (per cents) per copy/prints Year 1	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 2	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 3	Copies/prints @..... cents per copy/page

Service agreement	To be completed
A3 Black and White	
Cost (per cents) per copy/prints Year 1	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 2	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 3	Copies/prints @..... cents per copy/page

Service agreement	To be completed
A3 Colour	
Cost (per cents) per copy/prints Year 1	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 2	Copies/prints @..... cents per copy/page
Cost (per cents) per copy/prints Year 3	Copies/prints @..... cents per copy/page

- ✓ All pricing assumptions, excluded costs and estimated costs should be clearly documented.
- ✓ The service provider will be requested to provide a quoted proposal regarding the work to be undertaken as per the scope of this matter on your official company letterhead.