



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

**SEDIBENG TVET COLLEGE (SEDCOL) IN COLLABORATION WITH THE PURCHASING
CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**INVITATION TO TENDER FOR THE SUPPLY, DELIVERY AND CONFIGURATION OF
MULTIFUNCTIONAL COPIERS RENTAL SOLUTION FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

TENDER NO: PU4321/072

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU4321/072** is at 11h00 on Monday, 25 March 2024.

Tender number	PU4321/072	
Date issued	03 March 2024	
Tender closing date	25 March 2024	Time: 11h00am
	Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide	
Briefing session	14 March 2024	Time: 09h00am
	06 Frikkie Meyer BLVD Street Vanderbijlpark	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled and signed where applicable by a delegated representative	Yes	No
Appendix B	Technical specifications and pricing	Complete and Attach your pricing schedule as per specifications	Yes	No
Appendix C	Letter of Good Standing from the bank (Bank Rating Letter)	Submit a Letter of Good Standing from the bank (Bank Rating Letter) (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix D	Company Registration Documents	Certified Company registration documents (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix E	ID Documents	Certified copies ID documents for directors/shareholder/senior managers (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix F	Board Resolution	Attach copy of signed board resolution. Unless sole proprietor	Yes	No
Appendix G	Tax Pin	An original valid Tax Pin (must be valid on tender closing) (in case of a JV both parties to submit)	Yes	No
Appendix H	B-BBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA sworn Affidavit	Yes	No
Appendix I	Fully Signed Audited Financial Statements/ Annual Financial Statements (2020/2021)	Provide fully signed recent Audited Financial Statements / Annual Financial Statements (signed by both the Auditor and Company Director) (in case of a JV both parties to submit)	Yes	No
Appendix J	Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database (not older than 6 months) (in case of a JV both parties to submit)	Yes	No
Appendix L	Registration licences/registered bodies/OEM Relationships	Certified Copy of relationships in SA Industry to be provided Under the bidding company name	Yes	No
Appendix M	Warranties and Maintenance	Warranties and Maintenance for the Equipment added to pricing for 36 Months	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1: References table

Client's referral letters for work done in the work past five (5) years, for similar contract (Printing).

STAGE 1: EVALUATION OF FUNCTIONALITY

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable references of contracts of similar contract (Printing Machines, Photoopy Machines) for the past five (5) years: 3 References verified 2 References verified 1 Reference verified	 = 25 Points = 15 Points =10 Points	 25
Telephonic and Email reference verification (The 5 points will be divided according to the number of verified references)		Max 5
Company's experience (Submit company profile) More than 15 years of experience Experience between 5 and 15 years Experience below 5 years	 = 30 points = 20 points = 10 points	 30
Company offices in the Sedibeng Proof required eg. Utility Bill etc. Within Sedibeng District Municipality Outside Sedibeng District Municipality	 = 20 points = 10 points	 20
Typical Delivery, Lead and Set up time for a standard project Within 4 weeks Within 4 to 6 weeks More than 6 weeks	 = 20 points = 15 points = 10 points	 20
Total Points		100