BOLAND TVET COLLEGE (BTVETC) IN COLLABORATION WITH THE PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE SUPPLY, DELIVERY AND INSTALLATION OF PRINTERS AND COPIERS (60 MONTHS CONTRACT) OPERATIONAL LEASE

TENDER NO: PU4410/018

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 04 April 2025 is at 11:00

Tender number	PU4410/018
Date issued	14 March 2025
Tender closing date	**04 April 2025** **Time: 11h00** **Tender Submission will be Electronic on www.purcosa.co.za**
Compulsory Information Session	**24 March 2025** **Time: 09h00** **An online compulsory briefing session will be facilitated via MS Teams on Monday, 24 March 2025 at 09h00 am**

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.

MANDATORY REQUIREMENTS	Tenderer Attached (√)	Boland TVET College Check
Attendance of compulsory Information Session and/or site visit.		
Proof of payment of the non-refundable tender fee		
Resolution (authority to sign) * on company letterhead		
Company/close corporation registration certificate		
Letter of good standing from **Bank** or Letter of going concern from Accounting Officer		
Correctly Completed tender document and annexures signed, and initialled on each page in black pen and handwritten		
SARS Tax Compliance Status Issued Pin Document		
Valid B-BBEE certificate		
Completion of the Pricing Schedule		
Provide a copy of the full report of registration on National Treasury Central Supplier Database (CSD)		
Completed SBD1, SBD4, SBD8 and SBD9		

TECHNICAL MANDATORY REQUIREMENTS	Tenderer Attached (√)	Boland TVET College Check
Registered with an OEM (Single Brand OEM for copier and any brand for scanners) – Provide valid certificate/letter from OEM		
New machines with warrantee to be supplied. Machines to have applicable software, copy monitoring and meter reading for billing.		
Supply all equipment within an estimated delivery lead time of one month from date of award letter.		

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 criteria 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 in order to progress to the next stage of evaluation.

Functionality Criteria	Weights
1. Company References The contract/s must at least be of a similar size or bigger within the relevant industry. These references should include the name of the entity, nature of contract, contact person, email address and office telephone number etc. All references provided should not be older than five (5) years. References provided must be contactable and relate to this project. References will be contacted and required to rate projects in accordance with the criteria mentioned in Schedule A. 5 points per reference (1….5) poor to excellent 3 References provided, confirmed and responded 2 References provided, confirmed and responded 1 Reference provided, confirmed and responded	**Maximum 15 points**
2. Financial stability One set (two years) recent Audited Financial Statements signed by the Accounting Officer for Close Corporations i.e., minimum of two years comparative figures to be submitted. No holding company financial statements will be accepted.	**Maximum 15 points**
3. Company Experience Submit your company profile and highlight details of services provided More than 10 years' experience = 10 points Experience from 5 -9 years = 5 points Experience from 0 – 5 years = 2.5 points	**Maximum 10 points**
4. Submit your company details of more than 10 years' experience in Higher Educational Institutions = 10 points	**Maximum 10 points**
5. Submit a proposal of your company's incident desk and contingency plan (0-10) poor to excellent Comprehensive incident desk in operation and adequate contingency plan submitted	**Maximum 10 Points**
6. Provide Maintenance Warranties and 5-year onsite assistance for operational lease contracts Maintenance warranties and 5 year on-site assistance provided = 10 points Where these aspects cannot be sufficiently provided to Boland = 0 points	**Maximum 10 points**
7. Proof of Insurance included in the contract Proof of Insurance provided and assessed as sufficient for Boland contract	**Maximum 10 points**

8. Roll Out Plan per site/campus Roll out plan provided and adequately addresses requirements for roll out per site	**Maximum 10 points**
9. Detailed CV's and relevant experience of key technicians who will be supporting Boland TVET College Technicians must have at least 5 years of on-site technical experience as well as relevant qualifications (certificates attached to CV's) • CV's of key technicians provided with certifications (5 points) • CV's detail at least 5 years of technical experience in Photocopier's (5 points)	**Maximum 10 points**
TOTAL POINTS FOR FUNCTIONALITY	**100 POINTS**

SPECIFICATIONS	Mid Volume Monochrome Copier	Low Volume Monochrome Copier	Colour Copier	Colour MFP	High Volume Colour Copier	Network scanner
Print speed	65 ppm	50 ppm	30 ppm	30 ppm	50 ppm	60 ppm (120 ppm duplex)
Paper size	A4, A3	A4, A3	A4, A3	A4	A4, A3	A4
Finisher	50 sheet stapler	50 sheet stapler	50 sheet stapler	N/A	50 sheet stapler	N/A
Input trays	2 x 1 500 Tandem Tray / 2 x 550 Sheets	2 x 550 Sheet	2 x 550 -sheet input	1 x 550 - sheet input	2 x 550 Sheet	N/A
Bypass	100-sheet bypass	100-sheet bypass	100-sheet bypass	100-sheet bypass	100-sheet bypass	N/A
Standard functions	User authentication via Active directory integration / Print, copy, scan, email & network folder	User authentication via Active directory integration / Print, copy, scan, email & network folder	User authentication via Active directory integration / Print, copy, scan, email & network folder	Print, copy, scan, email & network folder	User authentication via Active directory integration / Print, copy, scan, email & network folder	N/A / Scan to: • SMB • FTP • Office 365 email
Dots per inch (dpi)	1 200 x 1 200 print black / 1200 x 1200 print colour	1 200 x 1 200 print black / 1200 x 1200 print colour	1 200 x 1 200 print black / 1200 x 1200 print colour	1 200 x 1 200 print black / 1200 x 1200 print colour	1 200 x 1 200 print black / 1200 x 1200 print colour	
Scan	600 x 600 scan	600 x 600 scan	600 x 600 scan	600 x 600 scan	600 x 600 scan	600 dpi
High Speed Single Pass document Feeder	Minimum 100 A4 pages with batch scanning capability	Minimum 100 A4 pages with batch scanning capability	Minimum 100 A4 pages with batch scanning capability	Minimum 100 A4 pages with batch scanning capability	Minimum 100 A4 pages with batch scanning capability	100 sheets
Monthly duty cycle	60 000 images per month	60 000 images per month	20 000 images per month	8500 images per month	60 000 images per month	10000 pages/day
Machine Life (60 months)	3 000 000 images	3 000 000 images	1 200 000 images	500 000 images	3 000 000 images	N/A
Duplex	Simplex, duplex	Simplex, duplex	Simplex, duplex	Simplex, duplex	Simplex, duplex	Duplex scanning
Print in colour?	No	No	Yes	Yes	Yes	N/A
Memory	4 GB	4 GB	4 GB	4 GB	4 GB	N/A
Compulsory HDD	320 GB	320 GB	320 GB	320 GB	320 GB	N/A
Display	7 inch Colour Tablet, like a	7 inch Colour Tablet, like a	7 inch Colour Tablet, like a	7 inch Colour Tablet,	7 inch Colour Tablet, like a	8 inch Colour Tablet, like

BOLAND COLLEGE: SPECIFICATIONS FOR COPIERS & PRINTER

CATEGORY

	Touch Screen Control Panel	Touch Screen Control Panel	Touch Screen Control Panel	like a Touch Screen Control Panel	Touch Screen Control Panel	a Touch Screen Control Panel
Operating system	Windows 11	Windows 11	Windows 11	Windows 11	Windows 11	Windows 11
	Windows Server 2025	Windows Server 2025	Windows Server 2025	Windows Server 2025	Windows Server 2025	N/A
Networking	Gigabit Ethernet	Gigabit Ethernet	Gigabit Ethernet	Gigabit Ethernet	Gigabit Ethernet	Gigabit Ethernet Wifi
Number of devices required	29	17	12	5	1	15

Pro-active Reporting	**Auto report on Toner, Services & Meter Reading**
Monthly KPI	**Monthly schedule of all users, per campus per machine. Please attach a sample of your KPI report**
Project Plan - Role Out	**Please submit a project plan, with timelines, on the ordering of the machines, the installation & training of staff**
Print Management	**The solution must include print management software that manages the release of print jobs and reporting**

REQUIREMENTS:

- ➢ The Rental fee must be inclusive of all peripherals & standard warranty.
- ➢ Finance and invoicing must be directly from the Vendor and must done per campus, per month
- ➢ Single charge per A4 Monochrome Image (VAT included) across all campuses & machines
- ➢ Single charge per A4 Colour Image (VAT included) across all campuses & machines
- ➢ NO SCAN CHARGE
- ➢ NO MINIMUM BILLING
- ➢ NO PRO-RATA CHARGES ON TONER
- ➢ The service fee must be fully inclusive of all parts (including mainboards, drums & maintenance kits), toners, labour, travelling, installation & ongoing training
- ➢ Services level agreement and the invoicing thereof must be carried by the tendering vendor and must be done per campus, per month
- ➢ Repairs & Toners: 8 hours mean time for repairs and the delivering of toners. If the unit cannot be repaired within 48 hours, a loan unit, similar specification, must be supplied. Non-conformance penalties will be negotiated in the SLA.
- ➢ The College may require additional monochrome desktop MFP loan units during the contract period. These machines must be delivered and installed at the relevant campuses.
- ➢ Please supply a KPI sample report to indicate the total prints per user, per campus, per month
- ➢ Please supply a project plan for the planned rollout of all the machines per campus. Be specific with timelines on the ordering, installation and training of staff. The planned implementation date is **15 May 2025**

➢ Site visit will be required for the short-listed suppliers to view the functionality and operations of the machines tendered on. This will include evaluation and scoring of machines and form part of the overall evaluation process. If the site visit requires traveling outside of Cape Town, the expense for the travelling will be covered by the tenderer.

	Mid-Volume Monochrome Copier	Low-Volume Monochrome Copier	Colour Copier	Colour MFP	Mid-Volume Colour Copier	Network scanners
Caledon	5	4	1			2
Head Office	4	1	6	5	1	5
Paarl	5	5	2			2
Stellenbosch	5	2	1			2
Strand	4	3	1			2
Worcester	6	2	1			2
	29	17	12	5	1	15

Initial…………..