



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCETC)

Herein referred to as (KZNCETC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE PROVISION OF
LEASED PRINTING EQUIPMENT: MULTIFUNCTION COPIER RENTAL, MAINTENANCE
AND CONSUMABLES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

Tender No: PU8215/029

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**.

Proposals in response to **PU8215/029 FOR THE PROVISION OF LEASED PRINTING EQUIPMENT: MULTIFUNCTION COPIER RENTAL, MAINTENANCE AND CONSUMABLES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU8215/029** is at 11h00 AM on **Thursday, 14 August 2025**.

Tender number	PU8215/029
Date issued	25 July 2025
Tender closing date	14 August 2025 Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Non-Compulsory Information Session	31 July 2025 Time: 11h00 AM An online non-compulsory briefing session will be facilitated via MS Teams

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

Email address	
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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	
			Yes	No
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative		
Appendix B	Completed technical specifications and pricing	A signed copy of the printout of each page of the electronic document		
Appendix C	Proof of Bank Account	Signed letter from bank		
Appendix D	Company registration documents	Company registration documents		
Appendix E	Tax Pin	An original valid Tax Pin		
Appendix F	B-BBEE certification Affidavit /	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit		
Appendix G	Board resolution	Attach copy of board resolution on the company letter head, Unless sole proprietor		
Appendix H	ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)		
Appendix I	Audited Annual Financial statements / Annual Financial statements	Provide fully signed Audited Annual Financial statements / Annual Financial statements		

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 Supplier Database.	Yes	No
Appendix L	COIDA	Submit valid letter of good standing from the department of labour	Yes	No
Appendix M	SBD forms	Fully completed SBD 1; SBD2, SBD 4; SBD 8; SBD 9	Yes	No
Appendix N	OEM (Original Equipment Manufacturer)	Provide valid certificate/letter from OEM	Yes	No
Appendix	Machine warranty	New machines with warrantee to be supplied. Machines to have applicable software, copy monitoring and meter reading for billing.	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may 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 in order to progress to the next stage of evaluation.

Functionality Criteria	Weights
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. 3 References provided = 30 Points 2 References provided = 20 Points 1 Reference provided = 10 points 0 Reference provided = 0 points	Maximum 30 points
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
Submit your company details of more than 10 years' experience in Higher Educational Institutions = 10 points	Maximum 10 points
Submit a proposal of your company's incident desk and contingency plan Comprehensive incident desk plan in operation = 5 points contingency plan submitted = 5 points	Maximum 10 Points
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
Proof of Insurance included in the contract Proof of Insurance provided and assessed as sufficient for Boland contract	Maximum 10 points
Delivery lead times Delivery within 2-4 weeks Deliveries within 5-6 weeks Deliveries over 6 weeks	Maximum 20 points
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS

**Minimum 100 pages per minute BW
(Print production environment)**

- High Volume Printing A4/A3 MFP
- Black/White
- Copy, Print, scan capabilities
- Minimum 100 pages per minute A4
- Dual scanner of minimum 300 pages (Colour) with scan speed of 240 ipm
- Scan to HDD, FTP, PC, Email, USB, Webdav
- Scan format: TIFF, PDF, ENCRYPTED PDF, Compact PDF, JPEG, PDF/A
- Paper size: A5-SRA3
- High volume paper cassette of 6000 sheets
- 100pg high volume staple booklet finisher with centre folding and stapling
- 40-300 GSM
- Minimum 12GB Ram
- Minimum 1 TB HDD
- Minimum 4 GB SSD
- Lightning/Surge Protector
- Voltage regulator
- Automatic toner, Meter reading and service notifications
- 1200 X 1200 dpi
- Image density control technology
- Adjustable configuration
- Paper tray capacity - total 9000
- Software to protect machine hard drive from cyber attack

Minimum 95 pages per minute BW

- Black/White high volume MFP
- Copy, Print, scan capabilities
- Minimum 95 pages per minute A4
- Dual scanner of 300 sheets and 280 ipm (colour)
- Scan to FTP, Box, SMB, PC, Email, USB, Webdav, DPWS, URL, TWAIN Scan
- Scan format: TIFF, PDF, ENCRYPTED PDF, Compact PDF, JPEG, PDF/A
- Paper size: A6-SRA3
- 100pg high volume staple booklet finisher with centre folding and stapling
- 52-300 GSM
- Minimum 8 GB memory
- Minimum 256 GB SSD
- Lightning/Surge Protector
- Voltage regulator
- Automatic toner, Meter reading and service notifications
- 600 X 600 dpi

- Paper tray capacity of 3650 sheets
- Software to protect machine hard drive from cyber attack

Minimum 65 pages per minute BW

- Black/White MFP
- Copy, Print, scan capabilities
- Minimum 65 pages per minute A4
- Dual scanner of 300 sheets, 280 ipm in colour
- Scan to FTP, Box, SMB, PC, Email, USB, Webdav, DPWS, URL, TWAIN Scan
- Scan format: TIFF, PDF, ENCRYPTED PDF, Compact PDF, JPEG, PDF/A
- Paper size: A6-SRA3
- 100pg high volume staple booklet finisher with centre folding and stapling
- 52-300 GSM
- Minimum 8 GB memory
- Minimum 256 GB SSD
- Lightning/Surge Protector
- Voltage regulator
- Automatic toner, Meter reading and service notifications
- 600 X 600 dpi
- Paper tray capacity of 3650 sheets
- Software to protect machine hard drive from cyber attack

Minimum 65 pages per minute Colour

- Colour MFP
- Copy, Print, scan capabilities
- Minimum 65 pages per minute A4
- Dual scanner of minimum 300 sheets, 280 ipm colour
- Scan to FTP, Box, SMB, PC, Email, USB, Webdav, DPWS, URL, TWAIN Scan
- Scan format: TIFF, PDF, ENCRYPTED PDF, Compact PDF, JPEG, PDF/A
- Paper size: A6-SRA3
- 100pg high volume staple booklet finisher with centre folding and stapling
- 52-300 GSM
- Minimum 8 GB memory
- Minimum 256 GB SSD
- Lightning/Surge Protector
- Voltage regulator
- Automatic toner, Meter reading and service notifications
- 600 X 600 dpi
- Paper tray capacity of 3650 sheets

Software to protect machine hard drive from cyber attack

PRICING SCHEDULE

Item	Description	QTY	Monthly Rental Rate (incl. VAT)	Total for 36 Months (incl. VAT)
1	Minimum 100 pages per minute - BW	1	R	R
2	Minimum 95 pages per minute -BW	1	R	R
3	Minimum 65 pages per minute - BW	1	R	R
4	Minimum 65 pages per minute - Colour	1	R	R
	Total Bid Price (incl. VAT)			R

Printing Costs

Item	Description	Cost per Page (incl. VAT) – Yr 1	Cost per Page (incl. VAT) – Yr 2	Cost per Page (incl. VAT) – Yr 3
1	Minimum 100 pages per minute - BW	R	R	R
2	Minimum 95 pages per minute - BW	R	R	R
3	Minimum 65 pages per minute - BW	R	R	R
4	Minimum 65 pages per minute - Colour	R	R	R