



LIMPOPO COMMUNITY EDUCATION AND TRAINING COLLEGE (LCETC)

Herein referred to as (LCETC)

REQUEST FOR PROPOSALS (RFP) FOR

Description of Tender: THE PROVISION OF 26 DESKTOP PRINTERS AND 4 HEAVY-DUTY PHOTOCOPYING MACHINES ON A FINANCE LEASE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

TENDER NO: PU4410/019

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 **PU4410/019 THE PROVISION OF 26 DESKTOP PRINTERS AND 4 HEAVY-DUTY PHOTOCOPYING MACHINES ON A FINANCE LEASE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

CLOSING DATE AND TIME FOR ONLINE SUBMISSION OF TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU4410/019** is at 11h00 AM on **Wednesday, 10 December 2025.**

Tender number	PU4410/019	
Date issued	19 November 2025	
Tender closing date	10 December 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	25 November 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.

Description of Appendix	Requirement
RFP Document	Each page of the RFP document to be initialled by a delegated representative
Completed technical specifications and pricing	Submit a completed pricing schedule in a excel spreadsheet.
Proof of Bank Account	Cancelled cheque or signed letter from bank (not older than 6 months)
Company registration documents	Company registration documents
ID Copies of directors	Certified & not older than 6 months
Tax Pin	A copy of the Notice of VAT Registration document
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit
Declaration of Interest	Please sign point 9 of this tender document
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
COIDA	Submit valid letter of good standing from the Department of Labour
OEM	Registered with an OEM (Single Brand OEM for copier) – Provide valid certificate/letter from OEM
Fully signed SBD Forms	SBD 1 SBD 3.3 SBD 4 SBD 6.1 SBD7.2 SBD 8 SBD 9

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	POINTS ALLOCATED
Previous Experience (3 Contactable reference letters where similar projects have been executed. The valid reference letter must be on a client letterhead, indicating Entity name, the scope of work conducted, cost of the project and duration of the project, date of the project and signed by the client with contact details including contact name, email address and telephone numbers (not older than 5 years) • 3 reference Letters = 20 Points • 2 reference Letters = 15 Points • 1 reference Letter = 10 Points • Not provided = 00 Point	20
Company Experience Experience in providing multifunctional printer services and solutions. • 10 years or more experience = 20 Points • 5 – 7 years' experience = 15 Points • 1 – 5 years' experience = 10 Points • Not provided = 00 Point	20
Detailed project plan and implementation methodology Comprehensive Methodology that covers the scope of work, highlights techniques that will be employed for the project, this must include the approach and alignment to best practice. • A detailed proposal indicating timelines, proposed project plan in executing the projects and the methodology to be applied = 30 Points • No detailed plan = 00 Points	30
Maintenance Bidder to provide a commitment letter stating that, the printers will be continuously maintained by the supplier for the duration of the contract. • Within Limpopo Province = 10 points • Outside Limpopo province = 0 points	10

Certification & Warranties The machines must be equipped with the appropriate software, including copy monitoring and meter reading capabilities for billing purposes. • Certification & Manufacturers Warranties for printers = 10 Points • No certificate = 00 Point	10
Professional Team Experience The bidder is required to provide CVs and qualifications of the team who will be assigned to the project. All designated personnel must have a minimum of five years' relevant experience. • CVs and qualifications of support team, with a minimum of five years' experience = 10 Points	10
Total points	100

PURPOSE OF THE TENDER

The purpose of the tender is to appoint a service provider to supply and deliver 26 desktop printers and 4 photocopy machines on a 36-month lease contract.

SCOPE AND DEFINITION OF WORK

The scope will be as per the pricing schedule included.

Desktop printer specification:

- Colour laser
- 30PPM A4 colour and mono
- Warm up time approx..26 seconds
- First print out 8.5 seconds
- Print resolution 1200dpi x 1200dpi
- Memory standard 1GB
- Standard interface USB 2.0
- Scan/speed 60ipm
- Scan/copy resolution 600dpi X 600dpi

PAPER THICKNESS 60-163 GSM SCOPE AND DEFINITION OF WORK

The scope will be as per the pricing schedule included.

Desktop printer specification:

- Colour laser
- 30PPM A4 colour and mono
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- First print out 8.5 seconds
- Print resolution 1200dpi x 1200dpi
- Memory standard 1GB
- Standard interface USB 2.0
- Scan/speed 60ipm
- Scan/copy resolution 600dpi X 600dpi
- Paper thickness 60-163 gsm
- Universal bypass
- Document feeder standard capacity 75 sheets
- Additional services:
 - Copy, network print and scanning

- Automatic document feeder
- Duplex unit

Heavy duty photocopying machine specification:

- Mono laser
- 40ppm A4 mono/21ppm A3
- Warm up time approx..16 seconds
- First print out 4.2 seconds
- Print resolution 1200dpi x 1200dpi
- Memory standard 2GB
- Standard interface 4 USB 2.0
- Scan/speed 60ipm
- Scan/copy resolution 600dpi X 600dpi
- Paper thickness 45-256gsm
- Universal bypass
- Standard 500 sheets A4 paper tray
- Reverse automatic document feeder standard capacity 50 sheets
- Additional services:
 - Copy, network print and scanning
 - Automatic document feeder
 - 3200 sheet stapling fisher, stapling up to 50 sheets
 - Max monthly average 30 000

PRICING

PHOTO COPIERS			
REQUIREMENTS	QTY (UNITS)	Monthly Rental Price PER Unit (incl.VAT)	Total Monthly Rental Price for ALL Units (incl.VAT)
Desktop printers	26	R	R
Heavy-duty photocopying machine	4	R	R
Total Monthly Rental Price (incl. VAT)			R
Total Bid Price for thirty-six(36) Months (incl. VAT)			R

Cost Per Copy	Unit Price (incl. VAT)
Desktop printers	R
Heavy-duty photocopying machine	R