

1. Invitation to Tender

Maluti TVET College invites qualified service providers to submit proposals for the provision of a comprehensive photocopying and printing solution for a period of 36 months. The College seeks to improve cost efficiency, reliability, and sustainability in printing, photocopying, and document management across its campuses.

2. Profile of Maluti TVET College

Maluti TVET College, established on 1 September 2002, is a public Technical and Vocational Education and Training (TVET) institution situated in the Thabo Mofutsanyana District Municipality in the Eastern Free State province of South Africa. The vision of the college is to provide excellence, innovation and success that inspires entrepreneurship and employability to transform lives.

The College is a multi-site Technical Vocational Education and Training (TVET) provider where seven of the eight campuses are situated in rural areas. The College offers various programmes, including NATED (National Accredited Technical Education Diploma), NCV (National Certificate Vocational), Skills and Occupational Programmes.

Maluti TVET College has eleven (11) sites that comprise of Corporate Office and Central Office, eight (8) college campuses (Bethlehem, Bonamelo, Harrismith, Itemoheleng, Kwetlisong, Lere-La-Tshepe, Main and Sefikeng) and also Centre for Entrepreneurship and Rapid Incubation (CFERI) centre. Five of the campuses including CFERI centre and Central Office are located in Qwaqwa. The other two campuses (Harrismith) are located in Harrismith and Sefikeng (Farm Campus) is located at Mampoi Road from Harrismith to Qwaqwa. The last two sites (Corporate Office and Bethlehem campus) are situated at Bethlehem.

3. Current IT Environment at Maluti TVET College

Maluti TVET College is experiencing problems with the printing and photocopy services with the current service provider. Machines that the college is currently using are not meeting the printing and the photocopy expectation as it is required.

4. Contract Period

The contract period shall be from the date of award for three (3) years without the option to renew.

5. Scope Of Work

Maluti TVET College invites bids from service providers to supply, install and deliver multifunction network printing and photocopy machines in terms of finance or an operating lease agreement including the provision of a printer maintenance and support services.

The service provider must provide the services regarding the optimization of Maluti TVET College's printing environments, maintenance and support of all printing devices, supply of printing consumables (excluding toners), installation and removal of devices, the provision of

monthly reporting regarding mono printing and monitoring and reducing unnecessary paper usage and printing costs.

The college request special high-volume, high-speed unit with high-capacity paper trays and an advanced finisher to produce meeting packs.

The service provider must have the capacity and resources to supply, install and deliver the printing and photocopy machines with following capabilities and features as required by Maluti TVET College.

- a. Supply, install, and maintain multifunction network photocopiers and printers (print, copy, scan).
- b. Security feature: Password linked to users
- c. The printer should be capable of doing colour and monochrome printing
- d. The printer should provide USB port and secured wireless connectivity
- e. The print speed should be up to 105 pages per minute
- f. The Internal Hard Disk drive should be a minimum of 320GB or more
- g. The main unit must have multiple feeder drawers and be able to accommodate multiple types and sizes of paper as part of the feeder
- h. The printer must have an automated document feeder
- i. The printer must be capable of network printing, scan to mail/network and colour scanning
- j. The finishing of the printer must be able to produce a staple/stacker/punching and page numbering
- k. Estimated number of people connected to machine should be a minimum of 20
- l. The printer must be able to provide security relevant chronological records such as audit trail and other reports
- m. Provide machines on a cost-per-copy basis (no upfront purchase).
- n. Ensure devices are network-enabled and integrated with the College ICT environment.
- o. Provide on-site support and regular maintenance.
- p. Supply consumables (toner, drums, parts) excluding paper.
- q. Provide monthly usage reports per machine and per campus.

NB: It is estimated that 17 000 to 20 000 copies per month per machine in terms of usage will be made during the 3 years.

Bidders are requested to provide the following information as part of their financial proposal:

- a. Indicate the technical assistance response time and hours of service
- b. Availability of loan replacement machine
- c. Telephone support
- d. Warranties
- e. User training
- f. Maintenance (including consumables)

- g. Pricing proposal must indicate whether the machine can be financed through Finance or Operating lease model:

Estimated cost of the machine: R.....

Pricing (Finance or Operating lease)	Minimum interest rate to be obtained on Finance lease and escalation rate on Operating lease
%
Pricing (Maintenance)	Cost per copy
 cents per copy

The price scoring shall be based upon the cost per copy basis.

KINDLY NOTE THAT FAILURE TO EXPRESSLY COVER THIS IN YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

- **In scope**

1. Supply of printing solution equipment: multi-function copy machines, maintenance, and consumables of thirty-five (35) multifunction photocopiers for a period of 36 months.
2. All equipment's been supplied should SABS approved.

- **Out of scope**

Supply of any item not listed under the **pricing schedule** list.

6. Required Expertise and Competencies.

The Service Providers proposal must outline the expertise and competencies on offer and should expressly detail their previous experience with projects of this nature. This may be supported by the CVs of the team or lead consultants.

To achieve the scope of work, the service provider/s appointed to undertake this project, should demonstrate the necessary competencies, experience and qualifications by the Individual/Professional Team and would need to demonstrate their understanding and capabilities in terms of the following:

1. Dedicated technicians for the College with a call logging system (CRM) to log and trace service calls.
2. Telephone, email and physical support team.
3. Prompt response to logged calls.
4. Delivery of toners and parts by the service technicians.

KINDLY NOTE THAT FAILURE TO FULLY COVER THIS IN YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

7. Service Level Agreement.

The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between Maluti TVET College and the Successful Service Provider, in terms of which the rights and duties of the parties are recorded, which agreement shall regulate the relationship between Maluti TVET College.

Until such time that an appropriate service level agreement has been concluded between Maluti TVET College and successful Service Provider, no rights shall be conferred, nor shall any

legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

8. Objectives and Outputs

1. Provide reliable printing services for the college
2. Protect sensitive information through secure printing practices
3. Minimise printing costs through efficient use of printers
4. Supply and install printers that meet the colleges needs
5. Provide regular maintenance and support to ensure printer uptime

9. Minimum Specification.

Maluti TVET College is seeking to appoint a qualified service provider to supply, install and maintain printing solution for a period of three years. The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications

1. Multi-Functional Floor standing High-End Photocopy Machine functionality

1. The machine should be capable of printing up to A4 of up to 136 ppm (max) and up to 78 A3 pages per minute (max).
2. The machine should have the following print products:
 1. Stacking of up to 4,200 sheets
 2. Two-point and corner Stapling of up to 100 sheets with automatic staple cut mechanism
 3. Booklet Making up to 80 pages (20 sheets)
 4. Multi (GBC) punching and 2- & 4-hole punching
 5. 2- and 4 -hole punching
 6. Tri-folding up to 3 sheets.
 7. 50-sheet booklet making with front trimming and optional creasing, slitting and spine corner forming
 8. Perfect binding for books of up to 30 mm
 9. 100-sheet stapling with cutting mechanism
 10. 102-sheet auto ring binding
 11. Automated inline business card and postcard cutting
 12. Full bleed A3 and A4 posters

3. Monthly Volume should be at least up to 80 000 to 100 000 copies
4. Duty Cycle should be at least up to 5 000 000 copies
5. The finishing capability of the machine should be as follows:
 1. ZU-608 for z-folding and punching of sheets
 2. GBC Punch G3 with different die sets for punching, creasing and perforation
 3. GBC Wire G1 for A4 and A5 wire bound books
 4. Max MB-200 for A4 ring bound books
6. The machine is required to have the following scanning performance:
 1. The dual scanner scans documents in one path
 2. Double sheet detector
 3. Max. 240 ipm (A4, 300 dpi)
 4. Scanner capacity of 300 sheets
7. Print resolution should be at least 1 200 x 1 200 dpi
8. Monthly Volume should be at least 500 000 copies
9. The machine should have a high-end print control with a Print Manager capability to manage print jobs.
10. The scanning capability of the machine should be as follows:
 1. Up to 240 opm
 2. Scan resolution: 600 x 600 dpi
 3. Scan modes
 1. Scan to HDD; Scan to FTP.
 2. Scan to PC; Scan to email.
 3. Scan to WebDAV.
 4. Scan to USB Memory; HDD to FTP/SMB/ WebDAV; LDAP supported
 4. Scan formats TIFF, PDF; PDF(PDF/A); Encrypted PDF; XPS; CompactPDF; JPEG.
11. API for developing interfaces to existing Organizations.
12. LDAP/ADFS Azure integrations to allow SSO.
13. Secure Print and Surge Protection
14. Mobile Printing, Print Management Solution, Follow Me Printing

15. Additional 3 x paper feed drawers of up to 18 000 sheets
16. Max Monthly Volume of up to 3 000 000 pages
17. Booklet Finisher of up to 100 Pages

2. Multi-Functional Floor Standing Medium-end Monochrome Photocopy Machine functionality

1. The machine should be capable of printing A4 of up to 85/95 ppm
2. The system speed A3 should be up to 42/48 ppm
3. The auto duplex speed A4 Up to 85/95 ppm
4. It should have an Automatic document feeder of up to 300 originals; A6 – A3; 35 – 210 g/m²; Dualscan ADF
5. The machine should have the following print products:
 - Stacking of up to 4,200 sheets
 - Two-point and corner Stapling of up to 100 sheets with automatic staple cut mechanism
 - Booklet Making up to 80 pages (20 sheets)
 - 2- and 4 -hole punching
 - Tri-folding up to 3 sheets.
6. The finishing capability of the machine should be as follows:
 - Offset; group; sort; staple.
 - staple (offline); punch; half-fold.
 - letter-fold; booklet; post insertion.
 - Z-foldZU-608 for z-folding and punching of sheets
7. The machine is required to have the following scanning performance:
 - The dual scanner scans documents in one path
 - 1-sided originals: up to 140 ipm
 - 2-sided originals: up to 280 ipm.
8. Print resolution should be at least 1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
9. The machine should have a high-end print control with a Print Manager capability to manage print jobs.
10. The scanning capability of the machine should be as follows:

- Up to 1-sided originals: up to 140 ipm, 2-sided originals: up to 280 ipm
- Scan resolution: 600 x 600 dpi
- Scan modes
- Scan-to-eMail (Scan-to-Me), Scan-to-SMB (Scan-to-Home), Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN
- ScanScan formats JPEG; TIFF; PDF; PDF/A 1a and 1b (optional); compact PDF; encrypted PDF; searchable PDF (optional); XPS; compact XPS; PPTX; searchable.

3. Multi-Functional Floor Standing Medium-end Colour Photocopy Machine functionality

1. The machine should be capable of printing A4 of up to 55/55 ppm (mono/colour)
2. The system speed A3 should be up 55/55 ppm (mono/colour)1
3. The auto duplex speed A4 up to 55/55 ppm (mono/colour)ppm
4. Monthly volume should be at least up to 25 000 to 30 000 copies
5. Duty Cycle should be at least up to 1 500 000 copies
6. It should have an Automatic document feeder of up to 300 originals; A6 – A3; 35 – 210 g/m2; Dualscan ADF
7. The machine should have the following print products:
 - Stacking of up to 4,200 sheets
 - Two-point and corner Stapling of up to 100 sheets with automatic staple cut mechanism
 - Booklet Making up to 80 pages (20 sheets)
 - 2- and 4 -hole punching
 - Tri-folding up to 3 sheets.
8. The finishing capability of the machine should be as follows:
 - Offset; Group; Sort; Staple; Punch; Half-fold; Letter-fold; Booklet
 - The machine is required to have the following scanning performance:
 - Finishing modes: Offset; Group; Sort; Staple; Staple (offline); Punch; Half-fold; Letter-fold; Booklet; Post insertion; Z-fold
 - Stapling Max. 100 sheets or 98 sheets + 2 cover sheets (up to 300 g/m²)
 - Print resolution 1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
 - The machine should have a high-end print control with a Print Manager capability to manage print jobs.
9. The scanning capability of the machine should be as follows:

- Scan speed Up to 140/140 ipm in simplex (mono/colour)
- Up to 280/280 ipm in duplex (mono/colour)
- Scan resolution Up to 600 x 600 dpi
- Scan modes: Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
- Scan formats: JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b Searchable PDF; Searchable DOCX/PPTX/XLSX.



Item No.	Site Name	Item Description
High-end Multi-functional Photocopy Machines.	Seven (7) Sites <ul style="list-style-type: none">✓ Bethlehem Campus (1)✓ Bonamelo Campus(1)✓ Itemoheleng Campus(1)✓ Kwetlisong Campus(1)✓ Lere-La-Tshepe Campus(1)✓ Main Campus(1)✓ Sefikeng Campus(1)	Delivery, Installation, Maintenance and Support of seven (7) Photocopy Machines.
Multi-functional Medium-end Monochrome Photocopy Machines.	<ul style="list-style-type: none">✓ Bethlehem Campus(2)✓ Bonamelo Campus(2)✓ Itemoheleng Campus(2)✓ Kwetlisong Campus(2)✓ Lere-La-Tshepe Campus(2)✓ Main Campus(2)✓ Corporate Offices (3)✓ Central Office(2)	Delivery, Installation, Maintenance and Support of seventeen (17) Photocopy Machines

Item No.	Site Name	Item Description
Multi-functional Colour Photocopy Machines.	<ul style="list-style-type: none"> ✓ CFERI(1) ✓ Central Office(1) ✓ Corporate Office (2) ✓ Bethlehem Campus(1) ✓ Bonamelo Campus(1) ✓ Itemoheleng Campus(1) ✓ Kwetlisong Campus(1) ✓ Lere-La-Tshepe Campus(1) ✓ Main Campus(1) ✓ Sefikeng Campus(1) 	Delivery, Installation, Maintenance and Support of eleven (11) Photocopy Machines
Maintenance and Support	All Ten sites	Maintenance and Support for all fifteen (35) machines
Training	All Ten sites	Training of end-users and Technical Staff.

10. Services, Maintenance And Consumables

The service provider will be required to maintain the contracted equipment's in good working order and ensure that the quality and the reliability of the equipment's is maintained throughout the duration of the contract period.

Maintenance of the photocopier machines should include but not limited to the following:

1. All toners
2. Staples
3. Drum warranty
4. Service
5. Labour
6. Travelling expenses
7. Customer training

Detailed job cards should be left after every maintenance and repair call out. The College reserves the right to verify the meter reading provided by the service provider on a monthly basis.

11. Evaluation Criteria

MALUTI TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

The following evaluation criteria will be utilized to determine a suitable service provider.

All bids will be evaluated in terms of Preferential Procurement Policy Framework.

There will be a three-stage evaluation process comprising of:

- Stage 1- Administrative Compliance,
- Stage 2- Functionality,
- Stage 3- Price
- Stage 4- Specific Goals

Stage 3: Price

Following the functionality assessment, the tender committee will review the pricing proposals. Price evaluation will consider both the upfront cost and ongoing operational expenses, including energy consumption, toner usage, and maintenance. Competitive pricing that aligns with the college's budget and long-term cost efficiency goals will be favoured.

Stage 4: Specific Goals

In the final stage, submissions will be measured against any specific goals outlined in the procurement plan. These may include sustainability considerations, local supplier engagement, or other strategic objectives relevant to the college.

Points allocations	Weight	Objective
Price and Functionality	80%	The service provider must be able to respond to the requirements of the college with market related pricing.
Specific Goal	20%	Local economic development and job creations objectives.

Specific Goals

Criteria	Weight	Sources of evidence	Point Claimed
Local Economic Development in Thabo Mofutsanyana District (10 points).	10 Points	Proof of a registered office and service depot in the district.	
Employment of Local Technicians (5 points).	5 Points	Employment contracts and proof of residence for local technicians.	
Youth, Women, or Persons with Disabilities in Technical or Management Roles (5 points).	5 Points	An organizational chart and identity documents as evidence.	

Final Award

The contract will be awarded to the bidder whose submission best meets the combined criteria of administrative compliance, functionality, price, and specific goals, ensuring the selected solution aligns with the college's operational requirements and value objectives.