



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Technical and Vocational Education and Training College

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**westcol**  
Western College for Technical, Vocational Education and Training

**WESTERN TVET COLLEGE**

Herein referred to as (WESTCOL)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE**

**SUPPLY, DELIVERY AND OFF-LOADING OF TONERS/CARTRIDGES ON AN AS-AND-WHEN REQUIRED FOR A PERIOD OF THREE  
(03) YEARS.**

**Tender No: PU4323/013**

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 **PU4323/013 THE SUPPLY, DELIVERY AND OFF-LOADING OF TONERS/ CARTRIDGES ON AN AS-AND-WHEN REQUIRED FOR A PERIOD OF THREE (03) YEARS.**

**TENDER DOCUMENTS:**

The closing time and date for receipt for online tender **PU4323/013** is at 11h00 AM on **Monday, 12 October 2026.**



|                                           |                                                                                                                                                                                                                          |        |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Tender number</b>                      | <b>PU4323/013</b>                                                                                                                                                                                                        |        |
| <b>Date issued</b>                        | <b>11 September 2026</b>                                                                                                                                                                                                 |        |
| <b>Tender closing date</b>                | <b>12 October 2026</b> <b>11h00 am</b><br><b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b><br><b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b> |        |
| <b>Non-compulsory Information Session</b> | <b>21 September 2026</b> <b>10h00 am</b><br><b>An online non-compulsory briefing session will be facilitated via MS Teams</b>                                                                                            |        |
| <b>Company name</b>                       |                                                                                                                                                                                                                          |        |
| <b>Address</b>                            |                                                                                                                                                                                                                          |        |
| <b>Contact person</b>                     | Mr/Mrs/Ms/Dr/Prof.                                                                                                                                                                                                       |        |
| <b>Contact numbers</b>                    | (w)                                                                                                                                                                                                                      | (cell) |
| <b>Email address</b>                      |                                                                                                                                                                                                                          |        |



### Pre-qualification/Mandatory information requirement

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance with the legal requirements to conduct business in SA, as well as to specific industry requirements 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.**

| <i>Description</i>                                    | <i>Requirement</i>                                                                                                      | <i>YES</i> | <i>NO</i> |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| RFP Document                                          | Each page of the RFP document to be <b>initialled</b> by a delegated representative                                     | Yes        | No        |
| <b>Completed Technical specifications and pricing</b> | Attach fully signed technical specifications and pricing ( <b>Don't change the pricing schedule and specification</b> ) | Yes        | No        |
| Proof of Bank Account                                 | Signed or electronically stamped letter from bank (not be older than 6 months)                                          | Yes        | No        |
| Company registration documents                        | Submit copy of company registration documents                                                                           | Yes        | No        |
| Tax Compliance Certificate                            | Copy of valid SARS Tax compliance status (must be valid on the tender closing date)                                     | Yes        | No        |
| B-BBEE Certification                                  | A valid B-BBEE certificate from a SANAS accredited agency/Affidavit                                                     | Yes        | No        |
| Board resolution                                      | Submit a copy of signed board resolution. Unless if you are sole proprietor                                             | Yes        | No        |
| ID documents                                          | Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)                  | Yes        | No        |



|                                       |                                                                                                   |     |    |
|---------------------------------------|---------------------------------------------------------------------------------------------------|-----|----|
| Declaration of Interest               | Please sign point 9 of this tender document                                                       | Yes | No |
| Bank Rating Letter                    | Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)           | Yes | No |
| Registration National Treasury (CSD)  | Provide a copy of the full report of registration on National Treasury Central Supplier Database. | Yes | No |
| Original Equipment Manufacturer (OEM) | Submit valid copy of certificate/letter/Agreement from <b>OEM</b>                                 | Yes | No |
| COIDA (relevant)                      | Submit valid letter of good standing from the department of labour                                | Yes | No |
| SBD Forms                             | Copy of completed and signed <b>SBD 1, SBD 4, SBD 5, SBD 6.1</b>                                  | 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.**



## Stage 1: Evaluation of Functionality

The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each tenderer to successfully execute the contract according to specifications. Failure to score minimum of 21 out of 30 points will lead to non-compliance and non-responsiveness.

These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price. If any criterion is rated zero (0) points, the tenderer will be rejected, even if the required 21 out of 30 points are achieved.

For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned and shall only determine whether a tender will further be evaluated.

| FUNCTIONALITY CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          | POINTS ALLOCATED |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------|
| Attach letter of intent from Distributor / manufacturer confirming that the tenderers will be able to supply cartridges mentioned in the scope of work. The letter must be on a company letterhead, signed and dated. Failure to submit the above letter, the tenderers will be disqualified.<br><br><b>Provide OEM certificates / Reseller letters/Agreement</b>                                                      | = 10 Points                                              | <b>10</b>        |
| <b>Relevant track record, and experience in supplying and delivering printer cartridges/toners.</b> <ul style="list-style-type: none"><li>• 3 to 4 reference letters</li><li>• 5 to 7 reference letters</li><li>• 8 reference letters</li><li>• Non-submission will lead to zero scoring.</li></ul> <b>Attach completed purchase order/s with corresponding delivery note/s for cartridges, NOT older than a year.</b> | = 06 Points<br>= 08 Points<br>= 10 Points<br>= 00 Points | <b>10</b>        |



|                                                                                                                                                                                                                                                                                                                                           |             |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| <b>Resources and facilities available to execute this project, that is: -</b><br><br>Delivery vehicle One (1) Ton bakkie<br><br>Owned vehicle (with proof of registration document (10 points).<br><br>OR<br><br>Hired Vehicle (Attach letter of intent to hire duly signed by the owner and must be on a company letterhead. (05 points) |             |           |
|                                                                                                                                                                                                                                                                                                                                           | = 10 Points | <b>10</b> |
|                                                                                                                                                                                                                                                                                                                                           | = 05 Points |           |
| <b>Total Points</b>                                                                                                                                                                                                                                                                                                                       |             | <b>30</b> |



## PURPOSE

The purpose of these specifications is to invite qualified companies to supply and deliver the printer cartridges/toners for Western TVET College for a period of three (3) years from the date of award.

### 1. BACKGROUND

The College operates a Corporate Office and multiple campuses across different locations. The Corporate Office and Randfontein Campus are located in Randfontein. The Westonaria Site is situated in Westonaria, while the Carletonville Campus is in Carletonville. The Krugersdorp Central Campus operates in the Krugersdorp Central Business District and Chamdor, whereas the Krugersdorp West Campus is based in Krugersdorp West. The precise physical addresses of these locations are as follows:

| No. | College site            | Address                              |
|-----|-------------------------|--------------------------------------|
| 1.  | Corporate office        | 42 Johnstone street, Randfontein     |
| 2.  | Randfontein Campus      | 5 Kiewiet Street, Randfontein        |
| 3.  | Carletonville campus    | 20 South Street, Carletonville       |
| 4.  | Westonaria campus       | 109 Botha Street, Westonaria         |
| 5.  | Krugersdorp West Campus | 69 Flemming Street, Krugersdorp West |
| 6.  | Krugersdorp campus      | 32 Von Brandis Street, Krugersdorp   |

### 2. CURRENT PRINTER CARTRIDGES/TONERS SERVICES

The college has an existing agreement with an external service provider for the supply of all printer cartridges/toners used across its various sites. Under the agreement, the service provider is responsible for supplying all types of cartridges/toners required by the college. All deliveries are made exclusively to the Corporate Office. The cartridges/toners are intended for both computer venues and general office use. Employee's from college sites submit their requests for cartridges/toners to the Corporate Office on an as needed basis. The Corporate Office manages the distribution of cartridges/toners to the respective sites to ensure effective oversight and proper management of ICT resources.



### **3. REQUIREMENTS**

No guarantee of any quantities can be given and the service providers will be required to supply the items under this contract, on an as and when required basis during the period of the contract.

### **4. CONTRACT PRICE ADJUSTMENT**

Should no price adjustment or variation clauses be included in the tender documents, the prices tendered will be considered as being firm for the duration of a three (3) year period. The College will not under any circumstances accept, on account of, any increase in the prices tendered during the duration of the contract under any circumstances.

### **5. ORDERS FOR REQUIREMENTS**

During the period of the contract, official orders for College's requirements will be placed with the service provider by the SCM Department. Toners/cartridges should only be supplied under this contract on receipt of official orders.

### **6. SABS ASSESSMENT CERTIFICATE**

Should a tenderer not be a SABS permit holder, a SABS assessment certificate not older than twelve (12) months to the effect that his quality management system, manufacturing facilities and quality control comply with the requirements of SABS must be submitted with the tender.

### **7. CONTRACT PERIOD**

The contract term shall commence on the date of award and shall remain in effect for three (3) years.

### **8. SCOPE OF WORK OVERVIEW**

The College invites qualified service providers to submit bids for the supply and delivery of printer cartridges/toners. All equipment must be certified by the Original Equipment Manufacturer (OEM).



Only genuine, high quality, original products are acceptable. No refilled or remanufactured cartridges/toners will be allowed. A response/ delivery time of five (5) working days after an order is placed must be guaranteed.

## 9. SERVICE LEVEL AGREEMENT (SLA)

The bidder will enter into an SLA that will be used to monitor and manage the service. The acceptance of any proposal shall only be confirmed with the conclusion of a written service level agreement between the 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 the parties.

Until such time that an appropriate service level agreement has been concluded between the TVET College and the 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

## 10. PRINTER DESCRIPTION AND TONERS/CARTRIDGES

| PRINTER DESCRIPTION            | CARTRIDGE/TONER  |
|--------------------------------|------------------|
| HP LaserJet Pro 400 MFP m425dn | 05A-CE505A       |
| Brother DCP-T710W              | BT 5000M         |
|                                | BT 5000C         |
|                                | BT 5000Y         |
|                                | BT D60 BK        |
| Brother HL-L6210DW             | DR 3607          |
| Brother HL-L5710DW             | DR 3607          |
| Brother HL-L8390CDW            | DR 279CL BLACK   |
|                                | DR 279CL BLUE    |
|                                | DR 279CL YELLOW  |
|                                | DR 279CL MAGENTA |



|                                      |                       |
|--------------------------------------|-----------------------|
| Canon ImageRunner Advanced DX C3930i | C-EXV 64 BK           |
|                                      | C-EXV 64 C            |
|                                      | C-EXV 64 M            |
|                                      | C-EXV 64 Y            |
| HP LaserJet Pro MPF MA77fdw          | CF410A                |
|                                      | CF411A                |
|                                      | CF412A                |
|                                      | CF413A                |
| HP LaserJet Pro MFP M425dn           | 80A-CF280A            |
| HP LaserJet Pro M402dn               | 26A-CF226A            |
| HP Color LaserJet Pro M255dw         | <u>207A</u><br>W2210A |
|                                      | <u>207A</u><br>W2211A |
|                                      | <u>207A</u><br>W2212A |
|                                      | <u>207A</u><br>W2213A |
| HP LaserJet Pro M283Fdw              | 59A-CF259A            |
| HP LaserJet Pro 4003dn               | 151A                  |
| HP Laser 107w                        | 106A                  |
| HP Color LaserJet M254dw             | <u>203A</u><br>CF540A |
|                                      | <u>203A</u><br>CF541A |
|                                      | <u>203A</u><br>CF542A |
|                                      | <u>203A</u><br>CF543A |



## PRICING SCHEDULE

| NO | PRINTER DESCRIPTION            | CARTRIDGE/TONER         | ESTIMATED QUANTITY | YEAR 1                 |                         | YEAR 2                 |                         | YEAR 3                 |                         | TOTAL BID PRICE THREE (3) YEARS (VAT & DELIVERY) |
|----|--------------------------------|-------------------------|--------------------|------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|--------------------------------------------------|
|    |                                |                         |                    | UNIT PRICE (INCL. VAT) | TOTAL PRICE (INCL. VAT) | UNIT PRICE (INCL. VAT) | TOTAL PRICE (INCL. VAT) | UNIT PRICE (INCL. VAT) | TOTAL PRICE (INCL. VAT) |                                                  |
| 1  | HP LaserJet Pro 400 MFP m425dn | 05A-CE505A ( All sites) | 300                | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
| 2  | Brother DCP-T710W              | BT 5000M                | 40                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | BT 5000C                | 40                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | BT 5000Y                | 40                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | BT D60 BK               | 40                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
| 3  | Brother HL-L6210DW             | DR 3607                 | 300                | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
| 4  | Brother HL-L5710DW             | DR 3607                 | 300                | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
| 5  | Brother HL-L8390CDW            | DR 279 BLACK            | 50                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | DR 279 BLUE             | 50                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | DR 279 YELLOW           | 50                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | DR 279 MAGENTA          | 50                 | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
| 6  |                                | C-EXV 64 BK             | 200                | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |
|    |                                | C-EXV 64 C              | 200                | R                      | R                       | R                      | R                       | R                      | R                       | R                                                |



|     |                                    |            |     |   |   |   |   |   |   |   |
|-----|------------------------------------|------------|-----|---|---|---|---|---|---|---|
|     | Canon<br>Advanced DX<br>C3930i     | C-EXV 64 M | 200 | R | R | R | R | R | R | R |
|     |                                    | C-EXV 64 Y | 200 | R | R | R | R | R | R | R |
| 7   | HP LaserJet<br>Pro MPF<br>MA77fdw  | CF410A     | 100 | R | R | R | R | R | R | R |
|     |                                    | CF411A     | 100 | R | R | R | R | R | R | R |
|     |                                    | CF412A     | 100 | R | R | R | R | R | R | R |
|     |                                    | CF413A     | 100 | R | R | R | R | R | R | R |
| 8   | HP LaserJet<br>Pro MFP<br>M425dn   | 80A-CF280A | 300 | R | R | R | R | R | R | R |
| 9   | HP LaserJet<br>Pro M402dn          | 26A-CF226A | 300 | R | R | R | R | R | R | R |
| 1   | HP Color<br>LaserJet Pro<br>M255dw | 207A       | 60  | R | R | R | R | R | R | R |
|     |                                    | W2210A     |     | R | R | R | R | R | R | R |
|     |                                    | 207A       | 60  | R | R | R | R | R | R | R |
|     |                                    | W2211A     |     | R | R | R | R | R | R | R |
|     |                                    | 207A       |     | R | R | R | R | R | R | R |
|     |                                    | W2212A     | 60  | R | R | R | R | R | R | R |
|     |                                    | 207A       | 60  | R | R | R | R | R | R | R |
|     |                                    | W2213A     |     | R | R | R | R | R | R | R |
| 1   | HP LaserJet<br>Pro M283Fdw         | 59A-CF259A | 300 | R | R | R | R | R | R | R |
| 1   | HP LaserJet<br>Pro 4003dn          | 151A       | 100 | R | R | R | R | R | R | R |
| 13. | HP Laser<br>107w                   | 106A       | 100 | R | R | R | R | R | R | R |
| 14. | HP Color<br>LaserJet               | 203A       | 60  | R | R | R | R | R | R | R |
|     |                                    | CF540A     |     | R | R | R | R | R | R | R |
| 15  | M254dw                             | 203A       | 60  | R | R | R | R | R | R | R |
|     |                                    | CF541A     |     | R | R | R | R | R | R | R |



|    |  |         |    |                                                 |   |                                |   |                              |   |   |
|----|--|---------|----|-------------------------------------------------|---|--------------------------------|---|------------------------------|---|---|
| 16 |  | 203A    | 60 | R                                               | R | R                              | R | R                            | R | R |
|    |  | CF542pA |    | R                                               | R | R                              | R | R                            | R | R |
| 17 |  | 203A    | 60 | R                                               | R | R                              | R | R                            | R | R |
|    |  | CF543A  |    | R                                               | R | R                              | R | R                            | R | R |
|    |  |         |    | SUB-TOTAL - YEAR 1 (INCL. VAT)                  | R | SUB-TOTAL - YEAR 2 (INCL. VAT) | R | SUB-TOTAL YEAR 3 (INCL. VAT) | R | R |
|    |  |         |    | TOTAL BID PRICE THREE (3) YEARS (VAT & DELIVERY |   |                                |   |                              |   | R |

**NB: The Price Per Year must be fixed.**

|                                                                                                                              |                           |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|                                                                                                                              | <b>Bidder's Signature</b> |
| The bidder be held liable to deliver <b>within three to five (3–5) working days</b> after the receipt of the official order. |                           |