



MICT SETA Head Office
Supply Chain Management
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RFQ NUMBER	RFQ/MICT/12/2022
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF MANAGED PRINTING SOLUTIONS ON AN OPERATING LEASE FOR A PERIOD OF 36 MONTHS.
RFQ ISSUE DATE	05 May 2022
BRIEFING SESSION	N/A
CLOSING DATE & TIME	12 May 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
CIPC Registration Documents		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification pin		
Designated Sectors: Local production and content (Where applicable)		
SBD 4 – Bidder’s Disclosure		

Note: This RFQ must be completed and signed by the authorised company representative

MICT SETA – QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFQ shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF MANAGED PRINTING SOLUTIONS ON AN OPERATING LEASE FOR A PERIOD OF 36 MONTHS.

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. PURPOSE AND OBJECTIVES

2.1. Background

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner, provide instant and accurate reporting and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to provide specific focused services in line with its Value on customer centricity.

In line with the vision of the MICT SETA of "*a global leader in the development and delivery of revolutionary ICT skills*", the MICT SETA seeks to modernise its printing services office to improve security in document management and processing within the organisation.

The MICT SETA is looking to appoint a suitably qualified, experienced, and accredited service provider for supply, installation, and maintenance of printing equipment on an operating lease for a period of 36 months.

2.2. Purpose

To invite service providers with the necessary expertise, experience, and accreditation to submit proposals for the supply, installation, and maintenance of printing equipment on an operating lease to MICT SETA for a period of 36 months.

2.3. Objectives

The following were identified as objectives:

- a) Acquisition of printing solution that can cope with MICT SETA printing volumes.
- b) To curb and control spending on printing solutions.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. Overview

MICT SETA Footprint & Staff Compliment:

Office	Description	Physical Address	Number of users
Midrand	Head Office	Block 2, Level 3 West Gallagher Convention Centre Gallagher Estate 19 Richards Drive Halfway House Midrand, 1685	101
Durban	Regional Office	DBN Bay House 333 Anton Lembede (Smith Street) 4th Floor Durban, 4001	5
East London	Regional Office	12 Esplanade Road Quigney, East London 5201	5
Cape Town	Regional Office	The Boulevard Office Park Block F Ground Floor Searle Street Woodstock, 7925	7
Bloemfontein	Regional Office	Motheo TVET College 61 Bastion Street Bloemfontein 9300	3
Klerksdorp	Satellite Office	Vuselela TVET College Jourberton Centre for Engineering Studies 11900 5th Street, Jourberton Township	1

3.2. Technical Requirements

It is expected that bidders must possess the necessary skills, competencies, and accreditation to comply with and be able to perform the services as listed below. The projected below are minimum specs for all machines:

3.2.1. High-end machines – Midrand (Quantity = 6)

STANDARD FUNCTIONALITY (PRINTER/PHOTOCOPY/ SCANNER)	
Description of functionality	Minimum requirements
Colour Printing	Y
Copy	Y
Print	Y
Printing to user box	Y
Scan in colour (A4 and A3)	Scan to E-mail and USB

Duplex compatible	Y
Minimum Pages per minute (mono)	55
Minimum Pages per minute (colour)	55
Drawer paper capacity	500
Minimum monthly volume	30 000
Bypass Tray	Y
Automatic Document Feeder	Y
2 * Standard Drawers	Y
Print on A3 & A4	Y
Memory Size (minimum)	4 GB
HDD Capacity (minimum)	160 GB
User authentication	Y
Secure print to a user box	Y
USB Port	Y
Professional Finisher	Y
Additional Drawers	Y
Staple kit	Y
Punch kit	Y
Extras	
Surge Protector	Y

Failure to comply with any of the above Specification will lead to disqualification.

3.2.2. High-end machines – Regional Offices (Quantity = 4)

For the following Regional Offices

- Durban
- East London
- Cape Town
- Bloemfontein

STANDARD FUNCTIONALITY (PRINTER/PHOTOCOPY/ SCANNER)	
Description of functionality	Minimum requirements
Colour Printing	Y
Copy	Y
Print	Y
Printing to user box	Y
Scan in colour (A4 and A3)	Scan to E-mail and USB
Duplex compatible	Y
Minimum Pages per minute (mono)	55
Minimum Pages per minute (colour)	55
Drawer paper capacity	500
Minimum monthly volume	30 000
Bypass Tray	Y
Automatic Document Feeder	Y
2 * Standard Drawers	Y
Print on A3 & A4	Y

Memory Size (minimum)	4 GB
HDD Capacity (minimum)	160 GB
User authentication	Y
Secure print to a user box	Y
USB Port	Y
Professional Finisher	Y
Additional Drawers	Y
Staple kit	Y
Punch kit	Y
Extras	
Surge Protector	Y

Failure to comply with any of the above Specification will lead to disqualification.

3.2.3. Low-end Desk colour MFC machine (Quantity = 1)

For the following offices:

#	Site	Quantity
1	Klerksdorp	1

STANDARD FUNCTIONALITY (PRINTER/PHOTOCOPY/ SCANNER)	
Description of functionality	Minimum requirements
Colour Printing	Y
Copy	Y
Print	Y
Print on A4	Y
Scan in colour	Scan to E-mail and USB
Duplex compatible	Y
Min Pages per minute (mono)	40
Min Pages per minute (colour)	40
Drawer paper capacity	500
Minimum monthly volume	5, 000
Bypass Tray	Y
Memory Size (minimum)	4 GB
HDD Capacity (minimum)	60 GB
Extras	
Surge Protector	Y

Failure to comply with any of the above Specification will lead to disqualification.

3.3. System Functionality / Features

- Follow me functionality / Print Roaming, i.e., users can print and release printout from any printer.
- All printers must be managed from a central server / console.
- Remote monitoring for pro-activeness to determine toner levels, meter readings.
- Embedded remote technology to pick up failures, track utilisation and billing.
- Must work with print server functionality. The print server software and installation must form part of the proposal.
- Managed solution must provide interactive data analytics and visualisation for reporting.
- Latest technology machines, not older than 3 years in the market.

3.4. Equipment delivery, installation, and support

- The successful bidder will be required to deliver and configure the printers to their respective offices.
- Support and maintenance will be required to be conducted at the offices where the printers will be located.
- The successful bidder will be required to monitor tonner levels, and pro-actively replace the tonners before they are finished.
- A dedicated Account Manager and a support desk operating according to business requirements of the MICT SETA to maximise service availability and improve user experience. The MICT SETA business hours from Monday to Friday at 08:00 to 16:30.
- A service level agreement to guarantee and measure service performance will be signed, with penalties for poor performance.
- Monthly SLA review meetings will be conducted.

3.5. Handover and Training

In order to maximise adoption and usage of the system, the appointed service provider will be required to provide, amongst others the following:

- Setup, installation, all programming, and handover to MICT SETA.
- Technical training on print server management and basic printer troubleshooting.
- Basic user training on the printing equipment.
- Standard Operation Procedures

4. DURATION OF THE CONTRACT

- The service provider will be appointed for a period of 36 months.
- The service provider will be expected to support and maintain the printing services for the duration of the agreement.
- The successful bidder will bear the liability to insure against theft, fire damage or destruction and any other consequential damages that may be suffered on the printing equipment for the duration of the contract.

5. COSTING MODEL

- The solution objectives together with scope of work should be considered when compiling the pricing for the delivery of the services.
- All costing must be projected inclusive of any applicable taxes. These costs should consider unit costs.
- Costing must be done inclusive of any applicable travel or allowances of any kind and should therefore be inclusive of all foreseeable costs to achieve the project objectives.
- Proposals should adopt a costing model that projects all rental equipment for each of MICT SETA office separately.
- Costing must cover all call outs, parts, labour and toner (cost per print; i.e. mono and colour).
- The total cost must be fixed for the duration of the contract.

6. COSTING

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Note: Bidders to provide further cost break-down where necessary under each line item, sub-total and overall price.

Item	Requirement Description	Quantity	Monthly Rental cost per Unit	Sub-Total
1	High-End Printers (Rental)	10		
2	Low-end Desk Colour MFC Printer (Rental)	1		
3	Rate card per paper (colour)			
4	Rate card per paper (black)			
5	Other applicable costs			
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

Complete below:

1. Is delivery period fixed? **Yes/No**
2. Is the price(s) fixed? **Yes/No**
3. Is the quote strictly to specification? **Yes/No**
4. Delivery period after receipt of order.....
5. Delivery address: MICT SETA Head Office, Durban, East London, Cape Town, Bloemfontein and Klerksdorp

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

7. EVALUATION CRITERIA

EVALUATION CRITERIA

RFQ's received will be evaluated on the mandatory criteria and lowest price.

7.1 MANDATORY CRITERIA

The below documents must be submitted and clearly marked according to the relevant annexures as indicated below:

#	Annexure	Description
1.	A	<p>OEM accreditation for equipment used to provide the printing services as detailed in this bid document.</p> <p>Evidence required:</p> <p>The bidder must attach a certificate or letter that states that the Bidder is accredited to distribute or resell printers or printing solutions and printer equipment. If a certificate cannot be provided, an official letter signed by an authorised representative from the OEM and or distributor confirming the certification/accreditation status, must be provided. The letters must not be older than 12 months.</p>
2.	B	<p>Functionality Compliance Form.</p> <p>The bidder must comply to all elements as listed in the Functionality Compliance Form. Bidders must complete and sign the Functionality Compliance Form.</p>

NB: Failure to submit any of the above-requested mandatory documents and comply with the requirements will lead to disqualification.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder