



# **REQUEST FOR PROPOSAL (RFP)**

## **Terms of Reference**

**Appointment of a Service Provider to Provide an Operating Lease to Supply, Setup, Support, Service and Maintain 2 Colour and 1 Mono Multi-Functional Printers at SANAS**

**SANAS/PRINTERS/2016-17/03**

**Closing Date: 03 April 2017 at 11h00**

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## 1. PURPOSE

SANAS wishes to appoint a suitable service provider provide an operating leasing to supply, implement, setup and support 2 colour and 1 mono printers.

## 2. BACKGROUND

The South African National Accreditation System (SANAS), a schedule 3A public entity established in terms of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 and a member of the Department of Trade and Industry “**the dti**” COTII. SANAS is responsible for promoting accreditation aimed at facilitating international trade and the enhancement of South Africa’s economic performance.

Any proposals submitted pursuant to this RFP shall not be offers to contract for the provision of any of the services outlined herein, but shall only be used to identify a Preferred Bidder with whom the SANAS may negotiate a contract for the provision of the services.

SANAS will be relocating its premises (from the dti campus and Brooklyn offices to new premises around Pretoria). This initiative will involve the relocation of the printers to the new building. It will therefore be expected of the service provider to move the printers to the new premises whenever that need arises.

## 3. SCOPE OF SERVICES REQUIRED

### 3.1 Specifications

In line with SANAS needs, we will require three (3) **Multi-functional printers** (Print, Scan fax and copy) with the following specifications:

- 1) 2 Colour printer
- 2) 1 Mono printer
  - a) Minimum 20 pages per minute copier and printer (Colour Printers)
  - b) Minimum 40 pages per minute copier and printer (Black & White Printer)
  - c) Minimum Resolution: 1800 dpi (printing) 600 dpi (scanning)
  - d) Network scanning
  - e) User Authentication \ ID & Print
  - f) A3; A4; A5
  - g) Minimum 100GB Hard drive
  - h) Minimum 4GB RAM
  - i) Network printer interface
  - j) Automatic reverse document feeder

- k) Duplex standard
- l) Multi-tray/stapler/punch finisher/ Bypass tray
- m) Colour management (user defined)
- n) Booklet creation
- o) Two holes punching
- p) Demonstrate ability for printer to print using user codes and report on usage per user
- q) Enabled for Wi-Fi to print on wireless devices

### **Service & Maintenance**

- a) Toner
- b) All spare parts and drum
- c) Labour
- d) Inspections
- e) Adjustments
- f) Service calls maximum 24 hours
- g) Preventive maintenance
- h) Travelling time
- i) Training
- j) Spare toner in stock
- k) Spare consumables such as staples in stock

### **Security**

- a) Encrypted Disk Drive and email
- b) Secure access
- c) User codes
- d) Windows and LDAP Authentication
- e) Sanitisation of disk certificate

### **3.2 Deliverables**

- a) Bidders to bid for 3 rental options i.e. 36, 48 and 60 months
- b) Configuration of hardware and software
- c) Delivery of printer to our premises (note: Delivery will be at two different locations i.e. one printer at Sunnyside, Pretoria and two printers at Brooklyn, Pretoria)
- d) Setup and commissioning of printer and software on site
- e) Training on printer operations for IT and users
- f) Testing and sign off from our IT personnel
- g) Managed solution contract for the life span of the printer in order to monitor printer usage

## **4. REQUIRED SUBMISSION CONTENT**

Bidders are expected to structure their proposals in line with the following format:

### **4.1 Proposal Submission Format**

Please submit each copy of your proposal in the following format:

**a) Title Page:**

Showing RFP title, Supplier's name and address, closing date and time, and Supplier's contact person and telephone number.

**b) Proposal:**

Include ALL information requested in Section 4 of the RFP.

**c) Appendices:**

Company Profile with proven experience in provision and servicing of Multifunction Photocopiers.

Please provide:

**4.2 Name and Address of Bidder**

The corporate name, street address, mailing address, telephone number, fax number and e-mail address of the Supplier's company, and any branch locations or affiliates that may be applicable.

**4.3 Bidder's Overview**

An overview of the Bidder's company including its size, years in existence, and an outline of the firm's experience in the area listed in this RFP.

**4.4 Bidder's Contract Administrator/Bidder's Contacts**

The name of an individual who would be responsible for supervising the rendered services provided to SANAS pursuant to any agreements entered into following this RFP process.

**4.5 Associates, Employees, Contractors of Firm**

A list of partners, associates, other employees and any anticipated contractors who might be assigned or engaged to provide services to SANAS, the types of services that they might be involved in, and their specific qualifications and experience as they relate to those services.

## 4.6 References

Provide at references on a company letterhead of clients to whom the similar products or services have been rendered to as listed in section 3, and who may be contacted as references including contact name and telephone number for each of the references.

Provide references on a company letterhead of clients to whom the similar products or services listed in section 3 have been rendered. These must be contactable references and contact name and telephone number for each of the references should be provided.

## 5. EVALUATION

### 5.1 Evaluation Committee

Proposals will be reviewed and evaluated by a SANAS Bid Evaluation Committee. Bidders may be invited to give written or oral presentations and/or to participate in interviews with the committee. Bidders may be requested to submit any additional information required by SANAS.

### 5.2 Evaluation Criteria

Proposals will be evaluated based upon, but not limited to, in no particular order:

- a) Compliance with the RFP document, including provision of all information requested in section 4 the RFP;
- b) Demonstrated ability to provide services and expertise as listed in this RFP;
- c) Qualifications, experience, and professional development of the Bidder's staff, and in particular those staff proposed to be generally providing the goods and services;
- d) Reference checks.

## 6. NOTES TO BIDDERS

- a) Bid documents should be presented to the SANAS marked "**Bid for 3 Multi-functional printers**"
- b) Bidders are requested to bid for 3 rental options i.e. 36, 48 and 60 months and maintenance
- c) Bidders will be evaluated based on all of the 3 rental options together with service and maintenance.
- d) SANAS will not be liable to reimburse any costs incurred by the bidder during the bidding process.

- e) Bid Evaluation Committee will carry out evaluation of bidders. The evaluators will, if necessary and through the Procurement division, contact bidders to seek clarification of any aspect of the bid.
- f) Bidder acknowledges that the responsibility for a working solution lies solely with them, not with the SANAS, and that any additional costs over and above the RFP amount required to arrive at a working solution (i.e. a non-compliant or incomplete solution was offered) will be for the account of the bidder.
- g) Bidder commits to implement and follow all contract conditions and specifications as agreed to in the contract. This includes all technical and solution requirements listed in the bid document, including up-to-date technical specifications.
- h) All services, features must be listed as standard (included in the price) under 3.1 must be the minimum RFQ requirements in the bid specification.
- i) The total combined price of the three (3) multifunctional printers together with the service and maintenance will be evaluated per bidder.
- j) The price must also include skills transfer to SANAS IT personnel who must be trained onsite to support and maintain the infrastructure.
- k) Service providers should disclose subcontractors partaking in this contract and submit evidence of the relevant expertise. The subcontractors partaking in the actual implementation must be the same as in the tender proposal.
- l) Bidders to include supplier number (MAAA number) and unique code from National Treasury as proof that the supplier is registered on CSD).

## **7. VALIDITY OF PROPOSALS**

The Bidder is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals without significant changes that will affect the provision of the service.

## **8. TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is the requirement that bidder must have valid tax clearance certificate and pin.

## **9. QUALITY ASSURANCE REVIEWS OF WORK**

The successful bidder shall ensure that all work conforms to the signed agreement.

## **10. AUTHORISED DELEGATE(S)**

Nothing as stipulated in these terms of reference may be amended without the written confirmation of SANAS.

## **11. DISCLAIMER**

SANAS reserves the right not to:

- a) Not appoint a service provider
- b) Reject all bids.
- c) Decline to consider any bids that do not conform to any aspect of the bidding process.
- d) Request further information from any service provider after the closing date, for clarity purposes.
- e) Cancel this RFP or any part thereof at any time.

## **12. EVALUATION PROCESS OF BIDS RECEIVED**

- a) All proposals received will be examined to determine compliance with RFP requirements and conditions (completion and attachment of compulsory documents). Proposal with obvious deviations from the requirements/conditions will be disqualified from stage 1 (one) of the evaluation process.
- b) SANAS will establish a Bid Evaluation Committee to review all the responses received.
- c) A two-envelope system will be utilised for consideration of proposal received and two separate envelopes must be submitted clearly marked as Functionality and the other one for Price & BBEE.
- d) Bidders who obtain 70/100 points in stage 2 (Functionality) will qualify to proceed to stage 3 (Price and B-BBEE) evaluation wherein the 90/10 preference Points System will be used as follows: 90 points for price and 10 points for B-BBEE status of contribution.
- e) All bidders to supply an original proposal plus 3 copies
- f) Bidders will be evaluated based on all 3 rental options and maintenance

**Evaluation Criteria for Functionality is as Follows:**

**Stage 2: Functionality**

<b>CRITERION</b>	<b>MAXIMUM POINTS</b>
<b>Technical Approach (Proposed Multi-functional printer to meet the requirements stipulated under scope of services):</b>  The proposed <b>3 Multi-functional printers</b> detailed with all the components and technology involved.	<b>50</b>
<b>Experience &amp; Past Performance:</b>  Proven experience for conducting similar activities. Minimum of three contactable references with good reputation on official client's letter head: 1 = 5 points 2 = 10 points 3 = 20 points	<b>20</b>
<b>Delivery, Installation and Training</b>  Delivery 8- 12 weeks = 10 Delivery 6- 8 weeks = 20 Delivery less than 6 weeks = 30	<b>30</b>
<b>Functionality</b>	<b>100%</b>
Threshold	<b>70</b>

Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and B-BBEE).

**Stage 3 - Preference Point System**

**Step 1: Calculation of points for price**

- Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2017. The formulae to be used in calculating points scored for price is as follows:

$$Ps = 80 \left[ 1 - \frac{(Pt - Pmin)}{Pmin} \right]$$

Where

Ps = Points scored for comparative price of bid or offer under consideration

Pt = Comparative price of bid or offer under consideration

Pmin = Comparative price of lowest acceptable bid or offer.

- Points scored will be rounded off to the nearest 2 decimal places.

### Step 2: Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
<b>1</b>	<b>10</b>
<b>2</b>	<b>9</b>
<b>3</b>	<b>8</b>
<b>4</b>	<b>5</b>
<b>5</b>	<b>4</b>
<b>6</b>	<b>3</b>
<b>7</b>	<b>2</b>
<b>8</b>	<b>1</b>
<b>Non-complaint contributor</b>	<b>0</b>

A Bid will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for B-BBEE.

## 13. CLOSING DATE AND TIMES

Sealed proposal clearly stating the name of this RFP and bid number must be deposited into the tender box located at the reception of SANAS, The DTI Campus, Block G, 77 Meintjies Street, Sunnyside, Pretoria, 0002 during office hours (08h00 to 16h30) on or before Monday 03 April 2017 at 11:00 am.

## 14. RESPONSE FORMAT (SUBMISSION OF PROPOSAL)

- a) The proposals must be submitted in the prescribed format. Standard bidding documents attached with terms of reference should be filled in (not re-typed).
- b) The original proposal must be submitted with three (3) copies of the original proposal.
- c) Service providers are required to use the two envelope system, whereby the technical proposal (envelope 1) and the price and preference point system (envelope 2) be placed in two separate envelopes.
- d) Cover Page: (the cover page must clearly indicate the bid reference number, description and the service provider name)
- e) The documents below must be completed and submitted with the bid (Failure to comply with this requirement will result in your bid being disqualified):

Stage 1 ( Technical Proposal) – Envelope 1	Stage 2 (Financial Proposal) – Envelope 2
<p>Technical Proposal (including all relevant information per evaluation matrix and scope of services, including but not limited to:</p> <ul style="list-style-type: none"> <li>a) Comprehensive Company Profile and Executive Summary.</li> <li>b) Comprehensive Managed Solutions proposed as per SANAS requirements.</li> <li>c) Comprehensive experience and past performance in providing similar services and reference of at least 3 contactable clients that are provided with similar services.</li> <li>d) No pricing proposal to be included in envelope 1.</li> </ul>	<p><b>Bidding documents, as follows:</b></p> <ul style="list-style-type: none"> <li>a) SBD 1 Invitation to Bid</li> <li>b) SBD 2 Tax Clearance Certificate</li> <li>c) SBD 3.3 Pricing Schedule including proposed <b>total cost</b> of the contract (for each option).</li> <li>d) SBD 4 Declaration of Interest</li> <li>e) SBD 6.1 Preference Points Claim Form</li> <li>f) SBD 7.2 Contract Form ( to be completed in duplicate)</li> <li>g) SBD 8 Declaration of Bidder is past supply chain management practices.</li> <li>h) SBD 9 Independent Bid Determination Certification</li> <li>i) General Condition of Contracts (<b>all pages initialed</b>)</li> <li>j) Terms of references (all pages initialed)</li> <li>k) Original or certified copy of BEE Certificate. (if applicable)</li> <li>l) Copies of Company registration documents</li> </ul>

	m) Certified ID Copies of Company Directors/ Partners / Trustees (whichever is applicable).
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## 15. ENQUIRIES

All communication and attempts to solicit information of any kind relative to this Request for Proposal (RFP) should be channeled in writing to:

**Enquiries:**

**Name:** Nomvuyo Jawe

**Email address:** [nomvuyoj@sanas.co.za](mailto:nomvuyoj@sanas.co.za)