



NON-COMPULSORY BRIEFING SESSION MINUTES

Meeting	NON-COMPULSORY BRIEFING SESSION: FIN/2019/03 – REQUEST FOR PROPOSAL FOR THE APPOINTMENT FOR THE LEASE OF MULTIFUNCTION PRINTERS AND SCANNERS FOR THE LEASE OF MULTIFUNCTION PRINTERS AND SCANNERS FOR A PERIOD OF THREE (3) YEARS	
Date	27 August 2019	
Time	10H00-11H00	
Venue	INSETA Boardroom - Oasis	
Attendees for INSETA	Phiwokuhle Gawulana (PG)	Specialist: Demand, compliance and contract management
	Mukelani Mdlalose (MM)	SCM Manager
	Tshembani Maluleke (TM)	IT Manager
	Mafwa Malebaŋa (MM)	SCM Intern
Item No	Agenda Items	
1	Opening PG welcomed everyone to the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register. He stated that attendance to the session is non-compulsory, meaning that other prospective bidders who did not attend the session will be allowed to submit their bids. The purpose of the session is to provide clarity and address any questions that prospective bidders might have.	

MM

2

MATTERS DISCUSSED

a) TM - took the prospective bidders through the Terms Of Reference (TOR) /technical requirements for the proposal for the appointment of the service provider for the lease of 4 multifunction printers and 2 scanners for a period of three (3) years.

- The provider must meet the compulsory requirements of the bid. Bidders who fail to meet the compulsory requirements as indicated in 11.4 of the bid document and will not be considered for further evaluation on BBBEE and Price.
- Bidders to be provided by the bidders must supply four (4) multifunction printers as per specification below:
 - Printers with Colour and Black & White modes.
 - Minimum Printing Speed of 50 Pages Per Minute (PPM)
 - Minimum 2 GB Memory.
 - Minimum 320 GB Hard Drive.
 - Scan to Email/Network Scanning
 - User Authentication/ID & Print A3 – A4.
 - Network Printer Interface
 - Automatic Reverse Document Feeder
 - Duplex Standard
 - Multi-tray/stapler/punch finisher/bypass tray. Booklet Creation.
 - Standard Paper Capacity: 2, 200 sheets (550 sheets x 4 trays, 3 A4 and 1 A3, and 100 sheet Bypass tray)
 - Installation and configuration the Multifunction Printer and the printing management system at INSETA Maintenance services and support in accordance with the service requirements.

Two (2) document scanners as per the specification below:

- Reliably handles many different document types: Passports, receipts, photos, business cards, plastic or embossed cards, reports, contracts, long documents, thick or thin documents, and more
- Fast and efficient: Scans both sides of a document at the same time, in colour, at up to 30 pages-per-minute, with a 60-sheet automatic feeder, and one-touch operation Broad compatibility: Supports Windows and Mac; TWAIN driver also included

PG - highlighted the following in terms of the SCM requirements:

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- The first stage of evaluation process will be looking at the submission of Standard Bidding Documents (SBDs);
- The second stage of the evaluation process will be compulsory requirements and bidders were taken through the compulsory requirements of the bid; and
- The third stage of the evaluation process will be on price and BBBEE

QUESTIONS AND ANSWERS

Question/comment	Answers
1. Is the Booklet finishing a requirement for the multifunctional printers?	Yes, it is a requirement.
2. How is INSETA expecting bidders to provide pricing proposals if there are no estimated printing volumes per-printer per-month?	INSETA will provide estimates of the printing volumes per Machine per month. <u>Post Briefing session Responses:</u> TM – The estimated printing volumes per machine is 30 000 pages per month.
3. If the bidding service provider has been operating for less than 5 years and the managers of the company have more than the 5 years required experience, would that bidder be disqualified?	Yes, the bidder will be disqualified as they do not meet compulsory requirements that required that they must have 5 years or more experience being in business. This requirement does not into account the personnel's experience.
4. Will INSETA allow bidders allow bidders to provide quotations separately for the printer staplers?	Yes, bidders must provide pricing separately for the staplers as INSETA will only order them as and when needed.
5. Will INSETA be able sign the Cession to third party finance?	No INSETA will not be able to sign Cession to third party finance houses? However, bidders can arrange for financing of the printers with Banks/Finance providers and INSETA will not be involved in such transactions, as the agreement and payments are between the bidders and the Banks.

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	<p>6. For companies that are owned by other companies, what information should be included in the SBD - 4 document and does the bidder also have to provide the company registration documents of the parent entity.</p>	<p>Bidders that are owned by other entities, must provide the information of the directors, that are natural persons and there is no need to supply the registration documents of the parent entity.</p>
	<p>7. Industry scanners that able to scan 30 pages per minute, only allow to maximum of 50 pages in the feeder and There are no available scanners within the industry that are allow 60 pages in the feeder and able to scan 30 pages per minute.</p>	<p>INSETA will provide a feedback on the matter and decide whether there will be any changes on the bid document. <u>Post Briefing session Answer:</u> TM - Following a desktop market research conducted by IT Manager, it was discovered that the market does provide scanners that allow 60 pages in the feeder.</p>
<p>3</p>	<p>Closure PG thanked everyone for attending and declared the briefing session closed.</p>	



Mukelani Mdlatlose

SCM – Manager

Date: 21/9/19