

**RENTAL OF FIVE MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF SIX MONTHS**

RFQ	<b>RFQ/2021/22/124</b>
RFQ ISSUE DATE	<b>08 NOVEMBER 2021</b>
BRIEFING SESSION	<b>N/A</b>
RFQ DESCRIPTION	<b>RENTAL OF FIVE MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF SIX (6) MONTHS</b>
CLOSING DATE & TIME	<b>17 NOVEMBER 2021 @ 11h00</b>
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za), before on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

The INSETA 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:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**FAX NO:** \_\_\_\_\_

**E MAIL ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CELL NO:** \_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

## DETAILED TECHNICAL SPECIFICATION

### SUPPLY AND DELIVERY OF FIVE MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF SIX MONTHS

#### 1. BACKGROUND

- 1.1 The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2 The objective of this Request for Quotation for rental of five multifunctional printers for a period of six months.

#### 2. SCOPE OF WORK

- 2.1 Rental five (5) multifunctional printers aligned to the below mentioned specification:
- Printers with 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.
- 2.3 **Maintenance Services and Support for multifunctional printers will include and not limited to the following:**
- Toners
  - Device components
  - Inspections
  - Service calls
  - Preventive and corrective maintenance
  - Training of INSETA staff
  - Turn-around timelines within 24 hours
  - Staples

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### **3. TIMEFRAMES**

3.1 The duration of the contract will be for period of six (6) months from date of appointment.

### **4. CONTRACTUAL OBLIGATION**

- 4.1 The service provider's quotation must also provide sufficient detail in terms of all associated cost.
- 4.2 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 4.3 Bidder will be subjected to review in terms of measuring satisfactory performance.

### **5. ABSENCE OF OBLIGATION & CONFIDENTIALITY**

- 5.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 5.2 The Contract site is at **INSETA (as and when required)**.

### **6 WORKMEN AND SUPERVISION ON SITE**

6.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

### **7. ADMINISTRATIVE COMPLIANCE**

- 7.1 The Standard Bid Document (SBD) forms as annexured to this RFQ must be fully completed, signed by the authorized company representative.
- 7.2 Bidders must initial each page of General Conditions of Contract (GCC).
- 7.3 Bidders bank confirmation letter reflecting company registration number

**Note: All bidders who do not comply with the items listed above will be disqualified.**

### **8. PRE-QUALIFICATION CRITERIA**

- 8.1 Bidder must submit proof of registration on CSD (Central Supplier Database).
- 8.2 The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 8.3 Bidder must submit proof (BBBEE Certificate accredited by SANAS only or Department of Trade and Industry (DTI) Sworn Affidavit) and must be an EME, QSE OR GENERIC only (level 1 or level 2 BBBEE contributor) status will be considered.

**Failure to provide this mandatory information will lead to bidder's proposal not been considered further on price and BBBEE.**

## 9. MANDATORY CRITERIA

- 9.1 The bidder must provide a minimum of two (2) reference letters indicating experience in leasing of Information technology equipment, reference letters must be for work conducted within the last three (3) years with contactable references details. The letter must be on the referring company's letterhead, dated and signed.

**Failure to provide this mandatory information will lead to bidder's proposal not been considered further on price and BBEE.**

## 10. PRICE & B-BBEE:

- 10.1 Evaluation based on price and BBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017, BBEE and Price. As the RFQ price is estimated to be between R 30 000.00 and R 500 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system.

- 10.2 The price quotations must be inclusive of all applicable taxes (including VAT):

#Item	Item Description	Unit Price Per Month	Quantity	Period	Total of
1	Rental of five Multifunctional Printers including insurance	R_____	5	6 Months	R_____
2	Maintenance Services and Support for five Multifunctional Printers	R_____ for a period of six (6) months			R_____
3	Subtotal				R_____
4	15% VAT				R_____
5	Total				

Black & White Copy	Black & White Copy
R_____ per copy	R_____ per copy

### **Note the followings:**

- All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## 11. EVALUATION USING A POINT SYSTEM

- 11.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 11.2 Preference points shall be calculated after process has been brought to a comparative basis considering all factors of non-firm prices.
- 11.3 If two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 11.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 11.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 12. POINTS AWARDED FOR PRICE AND BBEE PREFERENCE POINT

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \{1 - (P_t - P_{\min})\}$$

P min

Where:

P<sub>s</sub> = Points scored for comparative price of bid under Consideration

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

### 12.1 B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

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Non-compliant contributor	0
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**12.2** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.

**12.3** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.

**12.4** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

### **13. Consortium**

13.1 A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.

13.2 A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

13.3 In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a RFQ/Bid process is such that the lead partner is identified and the following requirements are required as follows:

#### **a) Lead Partner**

- All administrative documents (consortium agreement between the lead partner and the partner)
- Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

#### **b) Partner**

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- SBD 4 Declaration of interest.
- SBD 8 Past supply chain.

13.4 It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

13.5 Of importance is that in a consortium, each individual team members retain their identities.

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## 14. A joint venture

14.1 A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

## 15. Unincorporated joint venture:

15.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4.
- b) SBD 6.
- c) SBD 8.
- d) SBD 9.
- e) Tax pin
- f) CSD registration.
- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

## 16. Incorporated joint venture

16.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4.
- b) SBD 6.
- c) SBD 8.
- d) SBD 9.
- e) Tax pin
- f) CSD registration.
- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

16.2 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

16.3 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

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## 17. COMMUNICATION

- 17.1 Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of BID process, between the closing date and the date of the award of the business.

## 18. CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, 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 his BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID Enquiry.

### **INSETA reserves the right to:**

- 18.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 18.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 18.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered or permitted.
- 18.4 Cancel this BID at any time as prescribed in the PPPFA regulation.
- 18.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

## 19. Cost of Bidding

- 19.1 The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission and the INSETA 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 process.

## 20. Note to Bidders:

- 20.1 Due diligence to be conducted by INSETA prior to the award of the contract.

### **END OF RFQ DOCUMENT**

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**Annexed to this document for completion and return with the document:**

- Preference Points Claim Form (SBD 6.1),
- Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- Bidders bank confirmation letter reflecting company registration number
- General Conditions of Contract (GCC)

**Non – compliance in returning above mentioned documents, will deem the RFQ nonresponsive.**

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