



**T08/06/16**

**REQUEST FOR PROPOSAL FOR THE  
RENTAL OF MULTI-FUNCTIONAL  
PRINTERS**

**BID CLOSING DATE: MONDAY, 11 JULY  
2016 AT 12:00 NOON**

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**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Ms Mmanthudi Mosupyoe</u>
Telephone Number:	<u>+27 11 269 3709</u>
Email address:	<u><a href="mailto:mmanthudim@idc.co.za">mmanthudim@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 04 July 2016**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

## 4. Instructions on submission of Bids

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- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T08/06/16: Request for Proposal for the Rental of Multi-Functional Printers**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on **Monday, 11 July 2016**.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

## 5. Preparation of Bid Response

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- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

## 6. Supplier Performance Management

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Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## 7. Supplier Development

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The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

## 8. IDC's Rights

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- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the

RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.

- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.
- 9.7** The bidder warrants that the goods proposed under this RFP are new, unused, of the most recent or current models; and that they incorporate all recent improvements in design and materials unless provided otherwise in this RFP. The bidder further warrants that all goods proposed under this RFP shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the RFP's specifications) or from any act or omission of the bidder, that may develop under normal use of the proposed goods in the conditions prevailing in South Africa.

## **10. Reasons for disqualification**

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- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
  - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
  - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
  - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
  - 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document;
  - 10.1.6 bidders who fail to comply with FICA requirements;

## **11. Local Production and Content**

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The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

## **12. Response Format (Returnable Schedules)**

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Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 Schedule 1:**

- 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- 12.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 12.3 Schedule 2**
- 12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Latest Audited Financial Statement
- 12.3.9 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.
- Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.7) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**
- 12.3.10 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 Schedule 3:**
- 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 5 of this RFP document, duly completed and signed
- 12.4.3 Annexure 6 of this RFP document, duly completed and signed
- 12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**
- 12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**



## 13. Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following process:

**13.1 Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
- Submission of Company Registration Forms as referenced 12.3.2 above
- Submission of ID copy for the Company Representative as referenced in 12.3.3 above
- BEE Status Certification as referenced in 12.3.9 & 12.3.10 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
  - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
  - Section 3: Cost Proposal and Price Declaration Form
  - Annexure 1: Acceptance of Bid Conditions
  - Annexure 2: Supply Chain Management Questionnaire
  - Annexure 3: Declaration of Interest
  - Annexure 4: Shareholders' Information/ Group Structure
  - Annexure 5: Bidders Experience & Project Team
  - Annexure 6: BEE Commitment Plan

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

### 13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

#### 13.2.1 **Mandatory Functional/ Technical Requirements**

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified, and will not be considered for further evaluation on the Non-Mandatory Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Failure to comply with the Mandatory Functional Requirements assessed in phase 2 may lead to disqualification of bids.

### 13.2.2 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

<b>ELEMENT</b>	<b>WEIGHT</b>
Technical System requirements	45
Bidder's relevant experience	25
Value Add	15
Experience, Skills and Qualifications of the onsite technician	15
<b>TOTAL</b>	<b>100%</b>

**Note: The minimum qualifying score for functionality is 80%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.**

### 13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	90
B-BBEE	10
<b>TOTAL</b>	<b>100 points</b>

## 14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

**SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

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### 1. Special instructions to bidders

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- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular brand or product or service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### 2. Background Information

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The Industrial Development Corporation invites prospective bidders to submit proposals to provide IDC with the best office automation technology solution on rental/lease basis including ongoing maintenance and support for a period of 36 months. Our average monochrome volume is 4 700 000 pages per year (392 000 per month) and colour is 3 000 000 per year (250 000 per month) pages across all printers used in the IDC.

The requirement for this tender is for the provision of **44** Multi-Functional Printers (MFPs) and two (2) additional stand-by printers as referenced in para 5.1.2 below) at the IDC Head Office in Sandton. The IDC reserves the right to revise final printer quantities with the successful bidder during contract negotiations and these quantities, together with print volumes, may increase or decrease over the period of the contract subject to operational requirements.

The objective of this tender is to find a suitably qualified supplier to supply, install, maintain, service and support a reliable multifunction printer environment. In addition, there is also a need for a printing management solution to track and monitor the printing environment.

### 3. Scope of Work

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- 3.1 The bidder is required to provide (install and maintain) 44 MFPs as follows:

		MFP Capacity		Quantity
Printing Speed (Colour)	Printing Speed (Black and White)	Printer Type		
30 ppm	30 ppm	Office (Type1)		4
60 ppm	60 ppm	Office (Type 2)		37
80 ppm	80 ppm	Production (Type 3)		3

**3.2** Bidders must provide two (2) standby 60 ppm printers which will only be put in operation when breakdowns occur.

### **3.3 Installation**

The bidder must ensure the following during installation:

- Operating shaven power cords must be used;
- All equipment must be installed with approved lightning protection kits

### **3.4 Maintenance and Support**

The bidder will be required to enter into a Service Level Agreement (SLA) which will cover the following:

- The bidder will provide on-site comprehensive warranty for 3 years (inclusive of labour and all spares). The bidder shall establish a support desk with a permanent on-site technician at our Sandton head office to provide preventative and operational maintenance on all MFPs on an 8 x 5 basis.
- In cases where faulty parts/units cannot be repaired within 4 hours by the on-site technician, the bidder will provide a serviceable part/unit (replacement) to the IDC until the time when the faulty part is repaired and replaced by the bidder. Failure to repair the faulty part within 4 hours will result to the imposition of penalty as per the below clause. The bidder will also be responsible to provide a replacement MFP for a mission critical device as identified by IDC.
- The bidder will ensure that the defective modules of the Printer are replaced / repaired on-site or at their service location.
- Replacement of spares: If any component/part/unit needs replacement, the same would be replaced with the current available spare part from the Original Equipment Manufacturer (OEM). However if the required spare part becomes obsolete or unavailable in the market, the bidder should supply alternate spare / product of same or higher compatible configuration of the same make.
- Penalty during three (3) year warranty period. Any delay in repairing the printer beyond the contractual SLA period (mean time to repair) shall attract a penalty as explained through the following example:  
If a Printer Unit (named Printer1) experiences a total downtime of more than 4 hours per incident this will attract a penalty which will be calculated as follows:  
  
If in a 20-working day month the Rental Fee is R1000, which means  $20 \times 8 = 160$  hours; therefore  $R1000/160\text{hours} = R6.25$  per hour; the penalty for downtime will therefore be the hourly rental rate multiplied by the number of hours exceeding the SLA contractual terms per incident.
- A maintenance interval schedule should be provided for each device type to enable the IDC to verify regular device maintenance.
- The bidder will be responsible for the replacement of toners, maintaining relevant levels of spare parts and administering the Print Management Software, secure printing codes, reports etc.

### 3.5 Monthly Rental and Copy charges

The IDC will require the following with regards to monthly cost charges:

Monthly Rental and cost per copy charges must reference a combination of Cost Centres and the locations of printers generated by the Print Management reports. The invoice should reflect the following information i.e. Cost centre and location of the printer.

### 3.6 Print Management Software

The bidder's proposed Print Management Software solution must be Microsoft compatible i.e. Microsoft Windows Server based printing, Microsoft Windows Server 2012 compatible, and it must also be compatible with the proposed printers. The Copy / print agent must be embedded in the printer. This software must be able to monitor the number of prints per person and / or department and must also be used for preventative maintenance and troubleshooting.

### 3.7 Printer Consumables

The bidder will be responsible for the replenishment of consumables. The bidder will be required to maintain and have available sufficient quantity of consumables (such as toners, cartridges, and spare parts) on site for continuous operation of each MFP.

**Note: The bidder will not be required to provide paper for the MFPs**

## 4. Project Timelines

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The bidder(s) will be required to deliver the printers within six (6) weeks after contracting and provide the required services for a period of three (3) years. The IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

## 5. Technical Evaluation Criteria

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### 5.1 Mandatory Technical Requirements

**The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.**

5.1.1 Accreditation	Comply	Not Comply
The bidder must have relevant accreditation to supply, install and maintain the proposed MFPs.		
The bidder must provide proof of accreditation from the principal machine dealer or Original Equipment Manufacturer.		
<b>Substantiate / Comments</b>		

<b>5.1.2 Standby Machines</b>	<b>Comply</b>	<b>Not Comply</b>
The supplier must have two 60 ppm office colour standby machines available at all times in case of breakdowns and these machines must be placed within IDC offices.		
<b>Substantiate / Comments</b>		

<b>5.1.3 Installation</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must ensure the following during installation: <ul style="list-style-type: none"> <li>• Operating shaven power cords must be used;</li> <li>• All equipment must be installed with approved surge protection kits</li> </ul>		
<b>Substantiate / Comments</b>		

<b>5.1.4 Service Level Agreement</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder must indicate its willingness to enter into a Service Level Agreement (SLA) with the IDC which will describe the terms of the SLA. Such SLA will include the required services and associated penalties as described above.		
<b>Substantiate / Comments</b>		

<b>5.1.5 Help Desk</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder shall establish a support desk with a permanent on-site technician from 08h00 am to 05h00 pm (Monday to Friday excluding public holidays) at IDC Head Office in Sandton in order to provide effective preventative and operational maintenance on all MFPs. The on-site technician will be responsible for, amongst other things, the following: <ul style="list-style-type: none"> <li>• The replacement of toners, maintaining sufficient level of spare parts and assisting users with secure printing codes, and supporting Print Management Software issues, etc.</li> <li>• The movement of any MFP as requested by IDC.</li> </ul>		
<b>Substantiate / Comments</b>		

<b>5.1.6 Printer Consumables</b>	<b>Comply</b>	<b>Not Comply</b>
The bidder will be responsible for the replenishment of consumables such as toners, cartridges; and spare parts etc. <b>except for printing paper</b> . The bidder will be required to maintain sufficient consumable quantities on site for continuous operation of each MFP.		
<b>Substantiate / Comments</b>		

<b>5.1.7 MFP minimum specification</b>	<b>Type 1 Printer</b>		<b>Type 2 Printer</b>		<b>Type 3 Printer</b>	
	<b>Comply</b>	<b>Not Comply</b>	<b>Comply</b>	<b>Not Comply</b>	<b>Comply</b>	<b>Not Comply</b>
<b>The proposed MFPs must have the following features.</b>						
Print; Copy and Scan						
Fax	N/A				N/A	
Duplex						
A3 & A4 Paper handling						
USB					N/A	
Auto Doc feeder						
High Capacity feeder						
Bypass Tray						
Ethernet interface						
Choice of 2 & 4 hole punch	N/A		N/A			
Secure printing with pin code using print management software					N/A	
Staple/ Sort						
Hard Disk Drive						
<b>The bidder must provide full and detailed information for the proposed MFPs i.e. full specifications, brand, model etc.</b>						



### 5.1.8 Minimum printing speed

The proposed printers must meet the below specified minimum printing speeds.

MFP Capacity		Quantity	Comply with minimum printing Speed	Not Comply with minimum printing Speed	Proposed Printer Brand, Model and Printing Speed
Minimum Printing Speed	Printer Type				
A4 Colour: 30 ppm	Office Colour	4			
A4 Colour :60 ppm	Office Colour	37			
A4 Colour :80 ppm	Production Colour	3			

### 5.1.9 PRINTING MANAGEMENT SOFTWARE

The bidder must provide a printing management software to fully manage, control and report on printer usage. The print management software must include the following:		Comply	Not Comply	Substantiate / Comments
General	Copy / print agent embedded in the printer			
	Authentication using printer console panel			
	Print jobs Management via central server			
	Web Interface for admin console			
	LDAP Support (OU specific)			
	The proposed software must be customizable to suite IDC requirements. The service provider must be able to customize software to suit IDC needs and requirements.			
	Copy / print jobs controlled			
Print Job Details	User name			
	Document Name			
	Originating Workstation			
	Destination Printer			
	Date and time			
	Page count			

The bidder must provide a printing management software to fully manage, control and report on printer usage. The print management software must include the following:		Comply	Not Comply	Substantiate / Comments
	Page size			
	Cost			
	Features used: Colour, B/W, Duplex, etc.			
	Cost Centre			
Reports	By User			
	By Device			
	Number of jobs			
	Number of pages			
	By date ranges			
	By Departments			
	By Cost Centre			
	Cost Saving			
	Environmental Impact Quarterly reports			
	Combinations of the above: - Users by printer - Printers by department - Jobs per user per month - Pages per user per month - Monthly User Cost per Cost Centre - Monthly Cost Centre Cost			
Output to: Screen Printer HTML CSV Email attachment				
Print Job Authentication	By Active Directory Authentication <b>OR</b> By User code			
Scanning Authentication	Authenticated user will be required to have a "Scan to me" option			
Controlled Release of print Jobs	Follow-Me / Pull-Printing support			
	Jobs released from printer console panel			

The bidder must provide a printing management software to fully manage, control and report on printer usage. The print management software must include the following:		Comply	Not Comply	Substantiate / Comments
	Jobs can be deleted from printer console panel			
Server Operating System Support	Microsoft Active Directory			
	Microsoft Windows Server 2008 R2			
	Microsoft Windows Server 2012			
	Microsoft Windows Server 2012 R2			
Supported Printing environments	Microsoft Windows Server Based printing			
	Local Microsoft Windows PC based (direct TCP/IP ) printing			
	Auto detection of user's login name			

## 5.2 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

### 5.2.1 Office MFP Type 1 (Quantity 4)

The bidder proposed printer must have the following specification. Bidder must indicate relevant performance standard of proposed MFP in the column entitled "Bidder's Proposed Specification" and should also attach data sheet to substantiate compliance to the specifications.

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
<b>Bidder's proposed printer Brand and model</b>				
Colour Support	Full Colour			
Copy Resolution – Scan	600dpi x 600dpi			
Memory Capacity	2 GB or better			
HDD	160 GB or better			
CPU	2GHz or better			
Original Size	A5 to A3			
Output Size	A5 to A3			
Warm-Up Time (Time required to start printing when main	120 seconds or less			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
power switch are turned from OFF to ON				
First Copy Time: Colour A4	7 seconds or less			
First Copy Time: B/W A4	6 seconds or less			
Copy / Print Speed: Colour A4	30 ppm or more			
Copy / Print Speed: B/W A4	30 ppm or more			
Copy / Print Speed: Colour A3	18 ppm or more			
Copy / Print Speed: B/W A3	18 ppm or more			
Copy Magnification	25-400% in 0.1% increments			
Paper Capacity	3000 sheets or more			
	(80g/m2 paper excluding bypass tray)			
Paper Weight	52-300g/m2			
Paper Trays	Minimum 3 + bypass tray			
Automatic Document Feeder	Dual scan for duplex scanning			
	100 sheets or more			
	A5-A3, 35-160g/m2			
Output Capacity with Finisher	Minimum 3000 sheets or more			
Finishing	Offset			
	Group			
Stapling	50 sheets or more			
Stapling Output Capacity	1,000 sheets or more			
Network Protocols	TCP/IP (IPv4/IPv6)			
	LPD			
	HTTP/HTTPS			
	Apple Talk			
Network Interface	10-/100-/1000-Base-T Ethernet RJ-45			
	USB 2.0			
Monthly Volume	50,000 pages or more			
Toner Lifetime Black	27,000 pages or more			
Toner Lifetime CMY	25,000 pages or more			
Imaging Unit Lifetime Black	120,000 / 600,000 pages (Drum / Developer) Or more			
Imaging Unit Lifetime CMY	90,000 / 600,000 pages (Drum / Developer) Or more			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
Power Requirements	AC220-240V (50-60Hz) Power Shaven Surge protection plugs			
Max Power Consumption	2.0kW or less			
Resolution	1800dpi x 600dpi or better			
Page Description Language	PCL6			
	Postscript 3			
Printer Driver Operating System Support	Windows 7 32-bit / Windows 7 64-bit			
	Windows 8 32-bit / Windows 8 64-bit			
	Windows 8.1 32-bit / Windows 8.1 64-bit			
	Server 2008 32-bit / Server 2008/R2 64-bit			
	Server 2012 / Server 2012 R2			
	MacOS 9.x/ OSX 10.xLinux			
Print Functions	Watermark			
Scan Modes	Network TWAIN			
	Scan to: <ul style="list-style-type: none"> <li>○ E-Mail (SMTP)</li> <li>○ SMB</li> <li>○ USB</li> </ul>			
Scan Resolution	200dpi / 300dpi / 400dpi / 600dpi			
Scan Output Formats	PDF			
	Compact PDF			
	Encrypted PDF			
	Searchable PDF (Optional)			
	JPEG			
	TIFF XPS			
Scan Size	Max A3			
Scan Speed: Colour	160 ipm or better			
Scan Speed: B/W	160 ipm or better			
Scan Destinations	2000 single + group or more,			
	LDAP Support			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
Scan Functions	400 job programs or more Real Time scan preview			
	Real Time scan preview			

### 5.2.2 Office MFP Type 2 (Quantity=37)

The bidder proposed printer must have the following specification. Bidder must indicate relevant performance standard of proposed MFP in the column entitled "Bidder's Proposed Specification" and should also attach data sheet to substantiate compliance to the specifications.

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
<b>Bidder's proposed printer Brand and model</b>				
Colour Support	Full Colour			
Copy Resolution – Scan	600dpi x 600dpi or better			
Memory Capacity	2 GB or better			
HDD	160 GB or better			
CPU	2GHz or better			
Original Size	A5 to A3			
Output Size	A5 to A3			
Warm-Up Time (Time required to start printing when main power switch are turned from OFF to ON)	120 seconds or less			
First Copy Time: Colour A4	6 seconds or less			
First Copy Time: B/W A4	4 seconds or less			
Copy / Print Speed: Colour A4	60 ppm or more			
Copy / Print Speed: B/W A4	60 ppm or more			
Copy / Print Speed: Colour A3	30 ppm or more			
Copy / Print Speed: B/W A3	30 ppm or more			
Copy Magnification	25-400% in 0.1% increments			
Paper Capacity	3600 sheets or more			
	(80g/m2 paper)			
Paper Weight	52-300g/m2			
Paper Trays	Minimum 3 + bypass tray			
Automatic Document Feeder	Dual scan for duplex scanning			
	150 sheets			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
	A5-A3, 35-160g/m2			
Output Capacity without Finisher	Minimum 250 sheets or more			
Output Capacity with Finisher	Minimum 3200 sheets or more			
Finishing	Offset			
	Group			
Stapling	50 sheets or more			
Stapling Output Capacity	1,000 sheets or more			
Network Protocols	TCP/IP (IPv4/IPv6)			
	LPD			
	HTTP/HTTPS			
	Apple Talk			
Network Interface	10-/100-/1000-Base-T Ethernet RJ-45			
	USB 2.0			
Monthly Volume	150,000 pages or more			
Toner Lifetime Black	45,000 pages or more			
Toner Lifetime CMY	30,000 pages or more			
Imaging Unit Lifetime Black	285,000 / 1,140,000 pages (Drum / Developer) Or more			
Imaging Unit Lifetime CMY	135,000 / 135,000 pages (Drum / Developer) Or more			
Power Requirements	AC220-240V (50-60Hz)			
	Power Shaven Surge protection plugs			
Max Power Consumption	2.1kW or less			
Resolution	1800dpi x 600dpi or better			
Page Description Language	PCL6			
	Postscript 3			
Printer Driver Operating System Support	Windows 7 32-bit / Windows 7 64-bit			
	Windows 8 32-bit / Windows 8 64-bit			
	Windows 8.1 32-bit / Windows 8.1 64-bit			
	Server 2008 32-bit / Server 2008/R2 64-			
	Server 2012 / Server			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
	2012 R2			
	Mac OS 9.x/ OSX 10.x			
	Linux			
Print Functions	Watermark			
Scan Modes	Network TWAIN			
	Scan to: <ul style="list-style-type: none"> <li>○ E-Mail (SMTP)</li> <li>○ SMB</li> <li>○ USB</li> </ul>			
Scan Resolution	200dpi / 300dpi / 400dpi / 600dpi			
Scan Output Formats	PDF			
	Compact PDF			
	Encrypted PDF			
	Searchable PDF (Optional)			
	JPEG			
	TIFF			
	XPS			
Scan Size	Max A3			
Scan Speed: Colour	180 ipm or better			
Scan Speed: B/W	180 ipm or better			
Scan Destinations	2000 single + group or more			
	LDAP Support (OU Specific)			
Scan Functions	400 job programs or more			
	Real Time scan preview			
Fax Standard	Super G3			
Fax Transmission	Analogue			
Fax Resolution	600dpi x 600dpi			
Fax Modem	30kbps or more			
Scan Speed: B/W	160 ipm			
Fax Destinations	2000 or more			



### 5.2.3 Production MFP Type 3 (Quantity=3)

The bidder proposed printer must have the following specification. Bidder must indicate relevant performance standard of proposed MFP in the column entitled “Bidder’s Proposed Specification” and should also attach data sheet to substantiate compliance to the specifications.

Description	Minimum Requirements	Comply	Not Comply	Bidder’s proposed specification
<b>Bidder’s proposed printer Brand and model</b>				
Colour Support	Full Colour			
Copy Resolution – Scan	600dpi x 600dpi or better			
Memory Capacity	2 GB or better			
HDD	160 GB or better			
CPU	3GHz or better			
Original Size	A5 to A3			
Output Size	A5 to A3			
Warm-Up Time (Time required to start printing when main power switch are turned from OFF to ON	420 seconds or less			
First Copy Time: Colour A4	7 seconds or less			
First Copy Time: B/W A4	7 seconds or less			
Copy / Print Speed: Colour A4	80 ppm or more			
Copy / Print Speed: B/W A4	80 ppm or more			
Copy / Print Speed: Colour A3	46 ppm or more			
Copy / Print Speed: B/W A3	46 ppm or more			
Copy Magnification	25-400% in 0.1% increments			
Paper Capacity	4500 sheets or more			
	(80g/m2 paper)			
Paper Weight	64-300g/m2			
Paper Trays	6 Trays or more			
Automatic Document Feeder	Dual Duplex scanning			
	150 sheets or more			
	A5-A3, 35-160g/m2			
Output Capacity with Finisher	Minimum 5000 sheets or more			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
Finishing	Offset			
	Group			
Stapling	100 sheets or more			
Stapling Output Capacity	3,000 sheets or more			
Network Protocols	TCP/IP (IPv4/IPv6)			
Network Interface	10-/100-/1000-Base-T Ethernet RJ-45 USB 2.0			
Monthly Volume	250,000 pages or more			
Toner Lifetime Black	90,000 pages or more			
Toner Lifetime CMY	60,000 pages or more			
Imaging Unit Lifetime Black	300,000 / 300,000 pages (Drum / Developer) Or more			
Imaging Unit Lifetime CMY	300,000 / 300,000 pages (Drum / Developer) Or more			
Power Requirements	AC220-240V (50-60Hz)			
Max Power Consumption	6kW or less			
Resolution	1200dpi x 1200dpi or better			
Page Description Language	PCL6			
	Postscript 3, XPS			
Printer Driver Operating System Support	Windows 7 32-bit / Windows 7 64-bit			
	Windows 7 32-bit / Windows 7 64-bit			
	Windows 8 32-bit / Windows 8 64-bit			
	Windows 8.1 32-bit / Windows 8.1 64-bit			
	Server 2008 32-bit / Server 2008/R2 64-bit			

Description	Minimum Requirements	Comply	Not Comply	Bidder's proposed specification
	Server 2012 / Server 2012 R2			
	Mac OS 9.x/ OSX 10.x			
	Linux			
Scan Modes	Network TWAIN			
	Scan to: E-Mail (SMTP) SMB USB			
Scan Resolution	200dpi / 300dpi / 400dpi / 600dpi			
Scan Output Formats	PDF			
	TIFF			
	JPEG			
Scan Size	Max A3			
Scan Speed: Colour	40 opm or better			
Scan Speed: B/W	40 opm or better			

5.2.4 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must have experience in the managed print services environment.</p> <p>The bidder must provide minimum of two (2) references where the bidder has installed at least 20 networked MFP's (per reference site) in the past five years. Please refer to <b>Annexure 3 (table a)</b> of this document for the format in which the required information must be provided.</p> <p><b>Note</b> : The following scoring matrix will be used to evaluate this criteria</p> <p>References that are not relevant =1 points</p> <p>1 relevant reference =2 points</p> <p>2 relevant references =3 points</p> <p>4 to 5 relevant references =4 points</p> <p>6 and more relevant references =5 points</p>			
<b>Substantiate / Comments</b>			

5.2.5 Value Add	Comply	Partially Comply	Not Comply
The bidder must indicate any value add as part of its proposal that will advance cost savings and operational efficiencies within the IDC's printing environment			
<b>Substantiate / Comments</b>			

5.2.6 Experience, Skills and Qualifications of the On-Site Technician	Comply	Partially Comply	Not Comply
<p>The bidder's proposed technician to be deployed on-site must have relevant skills, qualifications and experience with the proposed MFPs.</p> <p>The bidder must provide the CV and Training Certificates for a technician on the proposed printers.</p> <p><b>Note :</b> The following scoring matrix will be used to evaluate this criteria</p> <p>1 technicians with CV and certificates confirming relevant experience in the past 7 years and qualifications = 4</p> <p>1 technician with CV and certificate confirming relevant experience in the past 5 years and qualifications = 3</p> <p>1 technician with either CV or certificate confirming relevant experience in the past 3 years and qualifications = 2</p> <p>1 technician with no CV , relevant experience and certificate =1</p>			
<b>Substantiate / Comments</b>			

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The proposed click charges must be inclusive of toner coverage.	Comply	Not Comply
Substantiate / Comments		

8

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the <b>National Treasury Instruction 01 of 2013/2014: Cost Containment Measures</b> which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

### 9 COSTING MODEL

#### 9.A Fixed Monthly Rental Fees

Machine Type	Qty	Proposed Brand/ Make	Monthly Rental Fee per Unit (VAT Excl.)	Total Monthly Rental Fee (VAT Excl.)	Annual Rental Fee (VAT Excl.)
30 ppm colour	4				
60 ppm colour	37				
80 ppm colour	3				
<b>Rental Fees Year 1: Sub-Total (A1) (VAT Excl.)</b>					
<b>Rental Fees Year 2: Sub-Total (A2) (VAT Excl.)</b>					
<b>Rental Fees Year 3: Sub-Total (A3) (VAT Excl.)</b>					
<b>Total Rental Fees for 3 years Sub-Total (A) (VAT Excl.)</b>					

**Note: The rental fee must be inclusive of all necessary costs including standard warranty. Devices quoted for must be able to perform the chosen tasks without any hidden or additional costs; additional costs will be for the supplier's charge.**

### 9. B Click Charges

Description	Average Monthly Volumes	Cost per A4 Image/ page (VAT Excl.)	Estimated Monthly Costs (VAT Excl.)	Estimated Annual Costs (VAT Excl.)
Monochrome: Year 1	392 000 pages			
Monochrome: Year 2	392 000 pages			
Monochrome: Year 3	392 000 pages			
Colour: Year 1	250 000 pages			
Colour: Year 2	250 000 pages			
Colour: Year 3	250 000 pages			
<b>Click Charges: Sub-Total (B) (VAT Excl.)</b>				

#### Notes:

- The cost per image/ page must be inclusive of all consumables (excluding paper) and all services required to keep the machines operational (maintenance and servicing) as called for in this tender.
- No additional costs due to toner coverage will be accepted.
- The volumes indicated above are estimates based on our current average monthly usage. The volumes can increase or decrease depending on the business needs. Therefore, there will be no minimum/ fixed monthly fee for Click Charges.
- In view of the point above, please provide copy costs based on your proposed sliding scale:

Description	Scale 1		Scale 2		Scale 3	
	Monthly Volumes	Cost per A4 Image (VAT Excl.)	Monthly Volumes	Cost per A4 Image (VAT Excl.)	Monthly Volumes	Cost per A4 Image (VAT Excl.)
Monochrome						
Colour						

### 9. C Once-Off Costs

Description	Costs (VAT Excl.)
Print Management Software	
Installation/ Commissioning	
<b>Other Costs:</b>	
<b>Once-Off Cost: Sub-Total (C) (VAT Excl.)</b>	

**Note: Other Costs must be clearly defined with detailed breakdown.**

<b>TOTAL BID PRICE (A+B+C) (VAT EXCL.)</b>	
--	--

**10 Ad-hoc**

<b>Description</b>	<b>Costs (VAT Excl.)</b>
Staples per box holding 15000 staples	
<b>Ad-hoc (VAT Excl.)</b>	

**Note: Other ad- hoc costs must be clearly defined with detailed breakdown**



**Price Declaration Form**

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T08/06/16**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide multi-functional printers on rental basis as detailed in this RFP document for a period **three (3) years** at the following total amount (including escalation fees):

**R..... (Excluding VAT)**

**In words**

**R..... (Excluding VAT)**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

Designation

\_\_\_\_\_  
\_\_\_\_\_

**FOR AND ON BEHALF OF:**

COMPANY NAME

Tel No

Fax No

Cell No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 4: ANNEXURES**

## Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

**Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:**

<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
<b>Individual Bidder</b>	
<b>Joint Venture/ Consortium</b>	
<b>Prime Contractor with Sub Contractors</b>	
<b>Other</b>	

### REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	

<b>If Individual Bidder:</b>	
Fax Number	
Email address	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

<b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

## Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

### Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?  To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annexure 3 – Declaration of Interest

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or



(e) Parliament.

2"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct **YES / NO**

business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, **YES / NO**  
director etc.), aware of any relationship (family, friend, other) between any other  
bidder or any other company and any person employed by the IDC or the dti  
who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
of the company have any interest in any other company whether or not  
they are bidding for this contract? The IDC reserves the right to undertake  
further background checks on any other company where partners, shareholders  
or any interested party of the bidder may be involved in and to consider any  
findings in this regard as part of its vetting processes.

2.11.1 If so, furnish particulars:

.....  
.....  
.....





**5.3 Directors**

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder





**Table (b) Details of the bidders' proposed on-site technician:**

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost



## **Annexure 6 – BEE COMMITMENT PLAN**

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.