



T27/08/23

**REQUEST FOR PROPOSAL FOR THE RENTAL OF
MULTI-FUNCTIONAL PRINTERS FOR A PERIOD OF
36 MONTHS**

BID CLOSING DATE:

17 August 2023 AT 11:00 AM

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

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

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

| | |
|-------------------|--|
| Name: | Mr Fhulufhedzani Kone |
| Telephone Number: | Office: +27 11 269 3565 |
| Email address: | FhulufhedzaniK@idc.co.za |

- 2.2** Enquiries in relation to this RFP will not be entertained after **16h00 on 11 August 2023**.
- 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) 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

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

- 4.1** Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2** Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3** The closing date for the submission of bids is **17 August 2023** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to tenders@idc.co.za. Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address (tenders@idc.co.za).
- 4.4** Bidders are advised to submit / send its bid responses at least 15 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5** The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address;

- 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
 - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
 - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
 - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6** Only responses received via the specified email address will be considered.
- 4.7** Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box (tenders@idc.co.za) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8** Amended bids may be sent to the electronic tender box (tenders@idc.co.za) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. Preparation of Bid Response

- 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** Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

6. Supplier Performance Management

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 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. Enterprise and Supplier Development

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

- 8.1** The IDC is entitled to amend any bid condition, bid validity period, RFP specification, 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 02 of 2016/2017: 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.
- 8.7** The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 8.8** The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 8.9** The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. Undertakings by the Bidder

- 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 will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. 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 this RFP 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.

10. Reasons for disqualification

- 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 whose Tax Status is non-compliant on the Central Supplier Database (CSD), after they have been notified accordingly and still remain non-compliant;
 - 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 any of the **mandatory requirements** as stipulated in the RFP document;
 - 10.1.6 bidders who fail to comply with POPIA requirements as listed herein.

11. Returnable Schedules

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

- 11.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 11.2 Schedule 1:**
- 11.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
 - 11.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 11.3 Schedule 2**
- 11.3.1 Copy of Board Resolution, duly certified;
 - 11.3.2 Originally certified copy of ID document for the Company Representative
 - 11.3.3 Annexure 2 of this RFP document (duly completed and signed);
 - 11.3.4 Annexure 3 of this RFP document (duly completed and signed);
 - 11.3.5 Annexure 4 of this RFP document (duly completed and signed);
 - 11.3.6 Response to Annexure 6: BEE Commitment Plan

11.3.7 Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. 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 must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

11.3.8 Annexure 7 of this RFP document (duly responded to)

11.3.9 Annexure 8 of this RFP document (duly completed and signed, if applicable);

11.3.10 Annexure 9 of this RFP document (duly completed and signed);

11.3.11 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

11.3.12 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

11.4 Schedule 3: Functional Requirements Specification (response to Section 2 of this RFP document) (*Must be submitted as a separate file/document marked Schedule 3: Functional Requirements Specification*)

11.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

11.4.2 Annexure 5 of this RFP document, duly completed and signed.

11.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked Schedule 4: Price Proposal*)

12. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

12.1 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 and also the Specific Conditions of Bid, which requirements include the following:

- Verification of Central Supplier Database (CSD) registration, Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- Submission of ID copy for the Company Representative as referenced in 12.3.4 above.
- BEE Status Certification as referenced in 12.3.11 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: Tax Compliance Requirements
 - Annexure 3: Bidder's Disclosure
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team
 - Annexure 6: BEE Commitment Plan
 - Annexure 7: Disclosure Statement
 - Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

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

12.2 Phase 2: Technical/ Functionality Evaluation

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

12.2.1 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 Other 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 this phase will lead to disqualification of bids.

12.2.2 Other Functional/ Technical Requirements

With regards 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:

| ELEMENT | WEIGHT |
|--|------------|
| Technical System requirements | 45 |
| Bidder's relevant experience | 25 |
| Value Add | 15 |
| Experience, Skills and Qualifications of the onsite technician | 15 |
| TOTAL | 100 |

Note: The minimum qualifying score for functionality is 70. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and Specific Goals.

12.3 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:

| CRITERIA | POINTS |
|-----------------------------|------------|
| Price | 80 |
| Specific Goals ¹ | 20 |
| TOTAL POINTS | 100 |

¹Specific Goals for this tender and points that may be claimed are indicated per table below:

| Specific Goals | POINTS |
|---|-----------|
| | 20 |
| Black ownership ² | 10 |
| 30% Black women ownership | 5 |
| Any % of ownership by Black Designated Groups ³ | 2 |
| Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE) | 3 |
| Total Points | 20 |

²Black ownership: 100% black owned entities will score the full 10 points and between 51% - 99.99% black owned entities will score 4 points.

³Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

13. 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 either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1** Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular 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

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 **47** 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/Terms of reference

The scope of the appointed service provider will include but not limited to the following:

- 3.1** Supply, install and maintain 47 MFPs as follows:

| | | MFP Capacity | | Quantity |
|--------------------------------|---|---|--|-----------------|
| Printing Speed (Colour) | Printing Speed (Black and White) | Printer Type | | |
| 30 ppm | 30 ppm | Desk Printers (Type 1) | | 5 |
| 60 ppm | 60 ppm | Office Printers (Type 2) | | 34 |
| 70 ppm | 70 ppm | Office Printers (Type 3) | | 6 |
| 80 ppm | 80 ppm | (Records Management) Office Printers (Type 4) | | 2 |

Supply and install 2 High volume scanners

| Scanning Speed (Color) | Scanning Speed (Black and White) | Scanner Type | Quantity |
|------------------------|----------------------------------|---|----------|
| 70 ppm | 70 ppm | High Volume Scanner (200-page capacity) | 2 |

3.2 The Bidders must make sure that the IDC is always fully operational when breakdowns occur, and this has to happen within the four hours SLA period.

3.3 Installation

The bidder must ensure the following during installation:

- Operating shaven power cords must be used. (Red UPS plug compatible)
- 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 IDC Sandton head office to provide preventative and operational maintenance on all MFPs on an 8 x 5 basis (8 hours x 5 days a week).
- 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 in the imposition of a 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/repared 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 an alternate spare/product of the 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 administrating the Print Management Software, secure printing codes, reports etc.

3.5 Monthly Rental and Copy charges

The IDC will require the following with regard 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 2019 onwards 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 enough 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

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.

5. Technical evaluation criteria

5.1. Mandatory Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

| 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 to prove that the bidder is accredited to supply, install and maintain the proposed MFPs. | | |
| Substantiate / Comments | | |

Note: Bidders are required to tick whether they comply on the following:

| 5.1.2 Contingency Plan | Comply | Not Comply |
|---|--------|------------|
| <p>The supplier must detail how are they going to keep the IDC operational during breakdowns.</p> <p>The bidder must provide as part of this proposal, a contingency plan of how the IDC must remain operational during breakdowns.</p> | | |
| Substantiate / Comments | | |
| 5.1.3 Installation | Comply | Not Comply |
| <p>The bidder must ensure the following during installation:</p> <ul style="list-style-type: none"> • Operating shaven power cords must be used. • All equipment must be installed with approved surge protection kits. | | |
| Substantiate / Comments | | |

| 5.1.4 Help Desk | Comply | Not Comply |
|---|--------|------------|
| <p>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 to provide effective preventative and operational maintenance on all MFPs. The on-site technician will be responsible for, amongst other things, the following:</p> <ul style="list-style-type: none"> • The replacement of toners, maintaining sufficient level of spare parts and staples as well as assisting users with secure printing codes, and supporting Print Management Software issues, etc. • The movement of any MFP as requested by IDC. | | |
| Substantiate / Comments | | |
| 5.1.5 Printer Consumables | Comply | Not Comply |
| <p>The bidder will be responsible for the replenishment of consumables such as toners, cartridges, and spare parts etc. except for printing paper. The bidder will be required to maintain sufficient consumable quantities on site for continuous operation of each MFP.</p> | | |
| Substantiate / Comments | | |

| 5.1.6 MFP minimum specification | Type 1 Printer | | Type 2 Printer | | Type 3 Printer | | Type 4 Printer | |
|--|----------------|------------|----------------|------------|----------------|------------|----------------|------------|
| | Comply | Not Comply | Comply | Not Comply | Comply | Not Comply | Comply | Not Comply |
| Print; Copy and Scan | | | | | | | | |
| Fax | N/A | | N/A | | N/A | | N/A | |
| Duplex | | | | | | | | |
| A3 & A4 Paper handling | | | | | | | | |
| USB | | | | | | | | |
| Auto Doc feeder | | | | | | | | |
| High-Capacity feeder | | | | | | | | |
| Bypass Tray | | | | | | | | |
| Ethernet interface | | | | | | | | |
| Choice of 2 & 4 hole punch | N/A | | N/A | | N/A | | N/A | |
| Secure printing with pin code using print management software | | | | | | | | |
| Staple/ Sort | | | | | | | | |
| Hard Disk Drive | | | | | | | | |
| The bidder must provide full and detailed information for the proposed MFPs i.e. full specifications, brand, model etc. | | | | | | | | |

5.1.7 Minimum Scanner Speed

| 5.1.7 High volume scanner Minimum specification | High Volume Scanner | |
|--|---------------------|------------|
| | Comply | Not comply |
| The proposed scanners must have the following features. | | |
| Flatbed color image scanner | | |
| 600 dpi or better | | |
| 600 dpi color CCD 4-line sensor (RGB & Black) | | |
| Flatbed 11.7" x 17", ADF 11.7" x 100" | | |
| Scanning Speed: 200 dpi B/W: Up to 70 ppm / 140 ipm with ADF Color: Up to 70 ppm / 140 ipm with ADF | | |
| Paper Capacity 200 pages (75 g/m ²) | | |
| Type Sheet fed 1-pass duplex scanning; Hinge: Free stop, 15 mm max lift Paper Supply: Face up load, face down eject | | |

| 5.1.7 High volume scanner Minimum specification | High Volume Scanner | |
|--|---------------------|--|
| Document Sizes A4, Letter, Legal, B5, A5; Max. Size: 11.7" x 100" (ADF), 11.7" x 17" flatbed; Min. Size: 2.7" x 4.7" (ADF) | | |
| Paper Weight 35 g/m ² — 128 g/m ² less than 4" x 6": 60 g/m ² – 190 g/m ² | | |
| Weight: 25.2" x 18.5" x 11.3" (W x D x H) | | |
| Power Requirements 59.2 lb | | |
| Max Power Consumption Rated Voltage 100V – 120V or 220V – 240V Rated Frequency: 50 – 60Hz Power Consumption: Operating: 79 W Standby: 12.5W Sleep: 1.5 W | | |
| The bidder must provide full and detailed information for the proposed Scanners i.e. full specifications, brand, model etc. | | |

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 | Desk Printers (Type 1) | 5 | | | |
| A4 Colour: 60 ppm | Office Printers (Type 2) | 34 | | | |
| A4 Colour: 70 ppm | Office Printers (Type 3) | 6 | | | |
| A4 Colour: 80 ppm | (Records Management) Office Printers (Type 4) | 2 | | | |

5.1.9 Minimum Scanning Speed

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|--|--|--------|------------|---------------------------------|
| Bidder's proposed scanner Brand and model | | | | |
| Scanning Speed: | B/W: Up to 70 ppm / 140 ipm with ADF Color: Up to 70 ppm / 140 ipm with ADF | | | |

5.1.10 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. | | | |
| Print Job Details | Copy / print jobs controlled | | | |
| | Username | | | |
| | Document Name | | | |
| | Originating Workstation | | | |
| | Destination Printer | | | |
| | Date and time | | | |
| | Page count | | | |
| | Page size | | | |
| | Cost | | | |
| | Features used: Colour, B/W, Duplex, etc. | | | |
| Reports | Cost Centre | | | |
| | By User | | | |
| | By Device | | | |
| | Number of jobs | | | |
| | Number of pages | | | |
| | By date ranges | | | |
| | By Departments | | | |
| | By Cost Centre | | | |
| Cost Saving | | | | |

| 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 |
|--|--|--------|------------|-------------------------|
| | 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 OR By User code | | | |
| Scanning Authentication | Authenticated user will be required to have the following options: <ul style="list-style-type: none"> • Scan to me • Scan to SharePoint online • Scan to folder • Scan to USB | | | |
| Controlled Release of print Jobs | Follow-Me / Pull-Printing support | | | |
| | Jobs released from printer console panel | | | |
| | Jobs can be deleted from printer console panel | | | |
| Server Operating System Support | Microsoft Active Directory | | | |
| | Microsoft Windows Server 2019 Minimum | | | |
| | Microsoft Windows Server Based printing | | | |
| | Local Microsoft Windows PC based (direct TCP/IP) printing | | | |
| Supported Printing environments | Auto detection of user's login name | | | |

Note: Failure to adhere or comply to the above requirement will lead to an automatic disqualification.

5.2 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1 Office MFP Type 1 Desk Printer (Quantity 5)

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. NB: All 5 Printers are to be delivered to IDC Head Office.

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|---|---|--------|------------|---------------------------------|
| Bidder's proposed printer Brand and model | | | | |
| Copy Resolution | 600 x 600dpi | | | |
| Memory Capacity | 4 GB or better | | | |
| System Hard Drive | 320 GB | | | |
| Automatic Document Feeder | Up to 80 originals;A5-A4;Dualscan ADF | | | |
| Warm-Up Time (Time required to start printing when main power switch are turned from OFF to ON) | 22 seconds or less | | | |
| First page time out A4 | 5.4 seconds or less | | | |
| System Speed A4 | 30 ppm (mono/colour) or more | | | |
| First page out time A4 | 7.2 sec (mono/colour) or better | | | |
| Auto duplex speed A4 | 35 ppm (mono/colour) or more | | | |
| Standard Paper Input Capacity | 500 sheets or more | | | |
| Paper Weight | 60-210 g/m2 | | | |
| Output Capacity with Finisher | Minimum 250 sheets or more | | | |
| Scanner | 43.4 ipm (simplex)/80 ipm (duplex) | | | |
| Resolution: maximum | 600 dpi | | | |
| File formats | Single Page TIFF,JPEG,PDF, High compression PDF, PDF/A, Multi page TIFF, PDF, High compression PDF, PDF/A | | | |
| Scan Mode | E-mail, Folder, USB, SD Card | | | |
| Network Protocols | TCP/IP (IPv4/IPv6) | | | |
| | LPD | | | |
| | HTTP/HTTPS | | | |
| | SMB; AppleTalk; Bonjour | | | |
| Network Interface | 10-/100-/1000-Base-T Ethernet RJ-45 ; Wi-Fi 802.11 | | | |
| | USB 2.0 | | | |
| Duty Cycle (Monthly) | 6,500 pages or more | | | |
| Toner Lifetime Black | 14,000 pages or more | | | |
| Toner Lifetime CMY | 9,000 pages or more | | | |
| Power Requirements | 220-240V /50-60 / Hz | | | |

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|---------------------------|--|--------|------------|---------------------------------|
| | Power Shaven Surge protection plugs | | | |
| Power Consumption: | Operation: 562 W, Ready: 91.5 W, Sleep: 0.79 W | | | |
| Max Power Consumption | 1,450 W or less | | | |
| Print Resolution | 1,800(equivalent) x 600 dpi; 1200 x 1200 dpi or better | | | |
| Page description language | PCL6 | | | |
| | Postscript 3 | | | |
| Operating System Support | Windows 11 64-bit | | | |
| | Server 2019 64-bit | | | |
| | Mac OS Ventura | | | |

5.2.2 Office MFP Type 2 (Quantity=34)

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. NB: All 34 Printers are to be delivered to IDC Head Office.

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|--|-------------------------------------|--------|------------|---------------------------------|
| Bidder's proposed printer Brand and model | | | | |
| Copy Resolution – Scan | 600 x 600 dpi or better | | | |
| System Hard Drive | 256 GB or better | | | |
| CPU | 2.4 GHZ or better | | | |
| Printable paper size | A5 to A3 | | | |
| Warm-Up Time (Time required to start printing when main power switch is turned from OFF to ON) | 17 seconds or less | | | |
| First page out time A4 colour | 3.8 seconds or less | | | |
| First page out time A4 Mono | 3.8 seconds or less | | | |
| System Speed: A4 (mono/color) | 60 ppm or more | | | |
| System Speed: A3 (mono/colour) | 30 ppm or more | | | |
| Magnification | 25-400% in 0.1% steps | | | |
| Large Capacity Tray A4 – A3 | 2,500 sheets per input tray or more | | | |
| Paper Weight | 52-256 g/m2 | | | |
| Paper Trays | Minimum 3 + bypass tray | | | |
| Automatic Document Feeder | Dual scan ADF | | | |
| | 300 sheets | | | |
| | A5-A3, 35-210 g/m2 | | | |
| Output Capacity without Finisher | Minimum 250 sheets or more | | | |
| Output Capacity with Finisher | Minimum 3200 sheets or more | | | |
| Stapling | 50 sheets or more | | | |
| Stapling Output Capacity | 1,000 sheets or more | | | |
| Network Protocols | TCP/IP (IPv4/IPv6) | | | |
| | LPD; SMB; SNMP; IPP | | | |
| | HTTP/HTTPS | | | |

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|-----------------------------|--|--------|------------|---------------------------------|
| | AppleTalk; Bonjour | | | |
| Network Interface | 10-/100-/1000-Base-T Ethernet RJ-45 | | | |
| | USB 2.0; Wi-Fi 802.11 | | | |
| Duty Cycle Monthly | 53,000 pages or more | | | |
| Toner Lifetime mono/colour | 28,000 pages or more | | | |
| Imaging Unit Lifetime Black | 240,000 / 1,000,000 pages (Drum / Developer) Or more | | | |
| Imaging Unit Lifetime CMY | 165,000 / 1,000,000 pages (Drum / Developer) Or more | | | |
| Power Requirements | 220-240 V / 50/60 Hz | | | |
| | Power Shaven Surge protection plugs | | | |
| Max Power Consumption | 2.0 kW or less | | | |
| Resolution | 1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi or better | | | |
| Page Description Language | PCL6; PCL5c | | | |
| | Postscript 3; XPS | | | |
| Operating System Support | Windows 11 64-bit | | | |
| | Server 2019 64-bit | | | |
| | Mac OS Ventura | | | |
| | Linux | | | |
| Scan Modes | TWAIN scan | | | |
| | Scan-to-email; Scan-to-SMB; Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-URL | | | |
| Scan Resolution | 600 / 600 dpi | | | |
| Scan Output Formats | PDF | | | |
| | Compact PDF | | | |
| | Encrypted PDF | | | |
| | JPEG | | | |
| | TIFF | | | |
| | XPS | | | |
| Scan Speed mono/colour | Up to 140/140 ipm in simplex Up to 280/280 ipm in duplex | | | |
| Scan Destinations | 2000 destinations + 100 groups | | | |
| | LDAP Support | | | |
| Fax Standard | Super G3 | | | |
| Fax Transmission | Analogue; i-Fax; Colour i-Fax; IP-Fax | | | |
| Fax Resolution | 600 x 600 dpi | | | |
| Fax Modem | 30kbps or more | | | |
| Scan Speed: B/W | 160 ipm | | | |
| Fax Destinations | 2000 destinations + 100 groups | | | |

5.2.3 Production MFP Type 3 (Quantity=6)

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. NB: All 6 Printers are to be delivered to IDC Head Office.

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|--|--|--------|------------|---------------------------------|
| Bidder's proposed printer Brand and model | | | | |
| Fiery Controller | Professional colour print controller | | | |
| Copy Resolution – Scan | 600 x 600 dpi or better | | | |
| System Memory | 8 GB or better | | | |
| System Hard Drive | 256 GB SSD or better | | | |
| Paper Size | A5 to A3 | | | |
| Warm-Up Time (Time required to start printing when main power switch is turned from OFF to ON) | 17 seconds or less | | | |
| First Copy Time: Colour/Mono A4 | 3.8 seconds or less | | | |
| Copy / Print Speed: Colour/Mono A4 | 70 ppm or more | | | |
| Copy / Print Speed: Colour/Mono A3 | 35 ppm or more | | | |
| Magnification | 25-400% in 0.1% increments | | | |
| Paper Capacity | 3,650 sheets or more | | | |
| Paper Weight | 52-300g/m2 | | | |
| Paper Trays | 4 or more | | | |
| Automatic Document Feeder | Dual scan ADF | | | |
| | 300 sheets or more | | | |
| | A5-A3, 35-210 g/m2 | | | |
| Output Capacity with Finisher | Minimum 3,200 sheets or more | | | |
| Finishing | Offset; staple | | | |
| | Sort; Group | | | |
| Stapling | 100 sheets or more | | | |
| Stapling Output Capacity | 200 sets or more | | | |
| Network Protocols | TCP/IP (IPv4/IPv6) | | | |
| Network Interface | 10-/100-/1000-Base-T Ethernet RJ-45; USB 2.0; Wi-Fi 802.11 | | | |
| Duty Cycle Monthly | 80,000 pages or more | | | |
| Toner Lifetime (Mono/Colour) | 45,000 pages or more | | | |
| Imaging Unit Lifetime Black | 240,000 / 1,000,000 pages (Drum / Developer) Or more | | | |
| Imaging Unit Lifetime CMY | 165,000 / 1,000,000 pages (Drum / Developer) Or more | | | |
| Power Requirements | 220-240V 50/60 Hz; Shaven surge protection plugs | | | |

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|--------------------------------|--|--------|------------|---------------------------------|
| Max Power Consumption | 2.10 kW or less | | | |
| Resolution | 1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi | | | |
| Page Description Language | PCL 6 (XL3.0); PCL 5c | | | |
| | PostScript 3 (CPSI 3016); XPS | | | |
| Operating Systems | Windows 11 64-bit | | | |
| | Server 2019 64-bit | | | |
| | Mac OS Ventura | | | |
| | Linux | | | |
| Scan Modes | TWAIN scan | | | |
| | Scan-to-email; Scan-to-SMB; Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-URL | | | |
| Scan Resolution | 600 x 600 dpi | | | |
| Scan Output Formats | PDF; JPEG; XPS; TIFF | | | |
| | Compact PDF | | | |
| | Encrypted PDF | | | |
| Scan Speed Simplex Colour/Mono | 140/140 ipm or better | | | |
| Scan Speed Duplex Colour/Mono | 280/280 ipm or better | | | |

5.2.4 Production MFP Type 4 Records Management (Quantity=2)

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. NB: 2 Printers are to be delivered to IDC Head Office.

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|--|--------------------------------------|--------|------------|---------------------------------|
| Bidder's proposed printer Brand and model | | | | |
| Fiery Controller | Professional colour print controller | | | |
| Copy Resolution – Scan | 600 x 600 dpi or better | | | |
| System Memory | 8 GB or better | | | |
| System Hard Drive | 640 GB SSD or better | | | |
| Paper Size | SRA3, A3, A4, A5, A6, B4, B5, B6. | | | |
| Warm-Up Time (Time required to start printing when main power switch is turned from OFF to ON) | 38 seconds or less | | | |
| First Copy Time: Colour/Mono A4 | 7.5 / 6.3 seconds or 5.5 / 4.7 less | | | |
| Copy / Print Speed: Colour/Mono A4 | 80 ppm or more | | | |
| Copy / Print Speed: Colour/Mono A3 | 80 ppm or more | | | |
| Magnification | 25-400% in 0.1% increments | | | |

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|-------------------------------|--|--------|------------|---------------------------------|
| Paper Capacity | Standard : 3,700 sheets Maximum :8100 sheets or more | | | |
| Paper Weight | Paper weight: Paper tray(s) : 52.3 - 256 g/m ² Bypass tray : 52.3 - 300 g/m ² Duplex : 52.3 - 256 g/m ² A4/LT LCT : 52.3 - 216 g/m ² A3/DLT LCT : 52.3 - 300 g/m ² | | | |
| Paper Trays | 4 or more | | | |
| Automatic Document Feeder | Dual scan ADF | | | |
| | 500 sheets or more | | | |
| | A5-A3, 35-210 g/m ² | | | |
| Output Capacity with Finisher | Standard 500 or Maximum 3,500 sheets or more | | | |
| Finishing | Offset; staple | | | |
| | Sort; Group | | | |
| Stapling | 100 sheets or more | | | |
| Stapling Output Capacity | 200 sets or more | | | |
| Network Protocols | TCP/IP (IPv4/IPv6) | | | |
| Network Interface | Standard : SD slot, USB Host Interface, Ethernet 10 base-T/100 base- TX/1000 base-T, *Bluetooth and Wireless LAN (IEEE 802.11 a/b/g/n) <i>*on Smart Operation Panel</i> Option : Bi-directional IEEE 1284, Wireless LAN (IEEE 802.11a/b/g/n), USB 2.0 (Type B) | | | |
| Duty Cycle Monthly | 80,000 pages or more | | | |
| Toner Lifetime (Mono/Colour) | 47,000 pages or more | | | |
| Imaging Unit Lifetime Black | 240,000 / 1,000,000 pages (Drum / Developer) Or more | | | |
| Imaging Unit Lifetime CMY | 300,000 / 1,000,000 pages (Drum / Developer) Or more | | | |
| Power Requirements | 220-240V 50/60 Hz; Shaven surge protection plugs | | | |
| Max Power Consumption | Maximum : 2,400 W Ready mode : 198 / 199 W Low power mode : 181 / 182 W Sleep mode : Less than 0.89 W TEC (Typical Electricity Consumption): 4.8 / 6.2 kWh | | | |
| Resolution | 1,200 (equivalent) x 4,800 dpi; | | | |
| Page Description Language | PCL 6 (XL3.0); PCL 5c | | | |
| | PostScript 3 XPS™, , IPDS | | | |

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|-----------------------------------|---|---------------|-------------------|--|
| Operating Systems | Windows 11 64-bit | | | |
| | Server 2019 64-bit | | | |
| | Mac OS Ventura v10.7 or later | | | |
| | Linux | | | |
| Scan Modes | TWAIN scan | | | |
| | Scan-to-email; Scan-to-SMB; Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-URL,Scan to mobile device, Scan to folder. | | | |
| Scan Resolution | Maximum: 600 dpi Original size A3,A4,A5,B4,B5,B6 | | | |
| Scan Output Formats | PDF; JPEG; XPS; TIFF | | | |
| | Compact PDF | | | |
| | Encrypted PDF | | | |
| Scan Speed Simplex Colour/Mono | 120/140 ipm or better | | | |
| Scan Speed Duplex Colour/Mono | 220/280 ipm or better | | | |

5.2.5 Production High Volume Scanners (Quantity=2)

The bidder proposed scanner must have the following specification. Bidder must indicate relevant performance standard of proposed scanner in the column entitled "Bidder's Proposed Specification" and should also attach data sheet to substantiate compliance to the specifications. NB: 2 Scanners are to be delivered to IDC Head Office.

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|--|---|--------|------------|---------------------------------|
| Bidder's proposed Scanner Brand and model | | | | |
| Scanner Type: | Flatbed color image scanner | | | |
| Optical Resolution: | 600 dpi or better | | | |
| Maximum Resolution: | 600 dpi or better | | | |
| Color Bit Depth: | 16-bit per pixel internal / 8-bit external or better | | | |
| Optical Sensor: | 600 dpi color CCD 4-line sensor (RGB & Black) | | | |
| Maximum Scan Area: | Flatbed 11.7" x 17", ADF 11.7" x 100" | | | |
| Light Source: | ReadyScan® LED | | | |
| Scanning Speed: | <p>200 dpi B/W: Up to 70 ppm / 140 ipm with ADF Color: Up to 70 ppm / 140 ipm with ADF</p> <p>300 dpi B/W: Up to 50 ppm / 100 ipm with ADF Color: Up to 50ppm / 100 ipm with ADF</p> <p>600 dpi B/W: Up to 25 ppm / 50 ipm with ADF Color: Up to 12ppm / 24 ipm with ADF</p> | | | |
| Paper Capacity | 200 pages (75 g/m ²) | | | |
| Type: | Sheet fed 1-pass duplex scanning; Hinge: Free stop, 15 mm max lift Paper Supply: Face up load, face down eject | | | |
| Document Sizes: | A4, Letter, Legal, B5, A5; Max. Size: 11.7" x 100" (ADF), 11.7" x 17" flatbed; Min. Size: 2.7" x 4.7" (ADF) | | | |
| Paper Weight: | 35 g/m ² — 128 g/m ² less than 4" x 6": 60 g/m ² – 190 g/m ² | | | |
| Operating Systems: | Windows 10 64BIT Windows 11 64BIT Professional x64 Edition Mac OS® X 10.5.x, 10.6.x, 10.7.x, 10.8.x | | | |
| Temperature: | 41° to 95° F (5° to 35° C) | | | |
| Humidity: | <p><u>Operating</u> 10 – 80% (no condensation)</p> <p><u>Storage</u> 10 – 85% (no condensation)</p> | | | |
| Dimensions: | 25.2" x 18.5" x 11.3" (W x D x H) | | | |

| Description | Minimum Requirements | Comply | Not Comply | Bidder's proposed specification |
|------------------------------|--|--------|------------|---------------------------------|
| Weight: | 59.2 lb | | | |
| Power Requirements | Voltage: 100-240 V Frequency: 50-60 Hz | | | |
| Max Power Consumption | Rated Voltage 100V – 120V or 220V – 240V Rated Frequency: 50 – 60Hz Power Consumption: Operating: 79 W Standby: 12.5W Sleep: 1.5 W | | | |

5.2.6 Bidder's Experience

| 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.</p> <p>Please refer to Annexure 5 (table a) of this document for the format in which the required information must be provided.</p> <p>Note : 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> | | | |
| Substantiate / Comments | | | |

5.2.7 Value Add

| 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 | | | |
| Substantiate / Comments | | | |

5.2.8 Experience, Skills, and Qualifications of the On-Site Technician

| 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. The bidder must provide the CV and Training Certificates for a technician on the proposed printers.</p> <p>Note: The following scoring matrix will be used to evaluate these criteria</p> <p>1 technician 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> | | | |
| <p>Substantiate / Comments</p> | | | |

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1. **NOTE: All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).**

2. 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.

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

| | | |
|---|-----|----|
| 4. Is the proposed bid price linked to the exchange rate? | Yes | No |
| | | |

If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:

| | | |
|--|--------|------------|
| 5. 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 |
| | | |

| | | |
|---|--------|------------|
| 6. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures which took effect from 01 January 2014, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures. | Comply | Not Comply |
| | | |

Substantiate / Comments

7. COSTING MODEL

7.1. 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 | 5 | | | | |
| 60 ppm colour | 34 | | | | |
| 70 ppm colour | 6 | | | | |
| 80 ppm colour | 2 | | | | |
| 70 ppm scanner | 2 | | | | |
| Rental Fees Year 1: Sub-Total (VAT Excl.) | | | | | |
| Rental Fees Year 2: Sub-Total (VAT Excl.) | | | | | |
| Rental Fees Year 3: Sub-Total (VAT Excl.) | | | | | |
| Total Rental Fees for 3 years Sub-Total (A) (VAT Excl.) | | | | | |
| VAT (15%) | | | | | |
| Total Rental Fees for 3 years Sub-Total (A) (VAT Incl.) | | | | | |

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.

7.2. 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 | | | |
| Click Charges: Sub-Total (B) (VAT Excl.) | | | | |
| VAT (15%) | | | | |
| Click Charges: Sub-Total (B) (VAT Incl.) | | | | |

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 including permanent on-site technician at IDC Sandton head office to provide preventative and operational maintenance on all MFPs) 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 | | | | | | |

7.3. Once-Off Costs

| Description | Costs (VAT Excl.) |
|---|-------------------|
| Print Management Software | |
| Installation/ Commissioning | |
| Other Costs: | |
| Once-Off Cost: Sub-Total (C) (VAT Excl.) | |
| VAT (15%) | |
| Once-Off Cost: Sub-Total (C) (VAT Incl.) | |

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

7.4. Ad-hoc

| Description | Costs (VAT Excl.) |
|--|--------------------------|
| Head Office: Staples per box holding 10 boxes staples Year 1 | |
| Head Office: Staples per box holding 10 boxes staples Year 2 | |
| Head Office: Staples per box holding 10 boxes staples Year 3 | |
| Ad-hoc (VAT Excl.) | |
| VAT (15%) | |
| Ad-hoc (VAT Incl.) | |

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

| | |
|--|--|
| Total Bid Price (7.1 + 7.2 + 7.3 + 7.4) (VAT INCL.) | |
|--|--|

SUMMARY OF THE PROPOSAL

| DESCRIPTION | BIDDER'S PROPOSAL |
|--|--------------------------|
| Number of resources (personnel) | |
| Project duration (in hours) | |
| Project duration (in months) | |
| Commencement Date | |

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T27/08/23**, 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 as specified in this RFP document.

R..... (Including VAT)

In words

R..... (Including 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 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:

| | |
|---|--|
| Supplier Number | |
| Unique registration reference number | |

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':

| | |
|--|--|
| Individual Bidder | |
| Joint Venture/ Consortium | |
| Prime Contractor with Sub Contractors | |
| Other | |

REQUIRED INFORMATION

| | |
|------------------------------|--|
| If Individual Bidder: | |
| Name of Company | |
| Registration Number | |
| Vat registration Number | |
| Contact Person | |
| Telephone Number | |
| Cellphone Number | |
| Fax Number | |
| Email address | |
| Postal Address | |
| Physical Address | |

| If Joint Venture or Consortium, indicate the following for each partner: | |
|---|--|
| Partner 1 | |
| 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 | |
| Partner 2 | |
| 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 | |

| If bidder is a Prime Contractor using Sub-contractors, indicate the following: | |
|---|--|
| Prime Contractor | |
| Name of Company | |
| Registration Number | |
| Vat registration Number | |
| Contact Person | |
| Telephone Number | |
| Cellphone Number | |
| Fax Number | |
| Email address | |
| Postal Address | |

| | |
|--|--|
| Physical Address | |
| Sub contractors | |
| 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: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.

| | | |
|----------------------------|----------------------------|--|
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | |
|----------------------------|----------------------------|--|

Annexure 3: Bidder’s Disclosure

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise,

employed by the state?

YES/NO

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

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

4.3 Directors

| Name of the shareholder | ID Number | Race | Gender |
|--------------------------------|------------------|-------------|---------------|
| | | | |
| | | | |
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| | | | |
| | | | |

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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 Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

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.

Annexure 7: Disclosure Statement

In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

- 7.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 7.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 7.2.1 any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
 - 7.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
 - 7.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
- 7.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner.
- 7.4 In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 7.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 7.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

| | |
|--------------------------|--|
| Request for Proposal No: | |
| Name of Bidder: | |
| Authorised signatory: | |

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; · invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g., to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

| Item | GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION | Yes | No |
|------|---|---------------------------------|--------------------------------|
| 8.1 | <p>Accountability The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.2 | <p>Processing Limitation The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.3 | <p>Purpose Specification All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.4 | <p>Further Processing Limitation Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.5 | <p>Information Quality The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.6 | <p>Open Communication Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.7 | <p>Security Safeguards It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.8 | <p>Data Subject Participation A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date