



P·A·C·O·F·S

PERFORMING ARTS CENTRE  
OF THE FREE STATE

an agency of the  
Department of Sport, Arts and Culture

## **TERMS OF REFERENCE**

**BID/COPIERPRINTERMACHINES/2023**

**APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL OF COPIER  
AND PRINTER MACHINES FOR A PERIOD OF THREE (3) YEARS**

## 1. INTRODUCTION

The Performing Arts Centre of the Free State (PACOFS) is a schedule 3A public entity of the Department of Sports, Arts and Culture. It is a playhouse (theatre) based in Bloemfontein, Free State Province. The playhouse was established in terms of the Cultural Institutions Act of 1999.

## 2. PURPOSE

The purpose of the terms of reference is to appoint a suitable service provider for the rental of copier and printer machine at PACOFS.

## 3. OBJECTIVE

PACOFS requires bids from service providers who are suitably qualified and experienced for rental of copier and printers at PACOFS.

## 4. PRE-QUALIFICATION CRITERIA

- a) Proof of registration on National Treasury's Central Supplier Database (CSD) which reflects that the bidder is an active supplier, is tax compliant and is not a restricted supplier.
- b) Company Registration
- c) The service provider is required to have a local office in Bloemfontein. Proof of address such as lease agreement, municipal bill or utility should be submitted with proposal.

**NB!! A tender that fails to meet the above-mentioned pre-qualifying criterion is an unacceptable tender and will be disqualified.**

## 5. SCOPE OF WORK

### Specifications:

- **High Volume Printers x 3**
  - High Volume MFP Printer x 3 Colour A3 Network Printer One Path duplex scanning Document Feeder Duplex Printing Minimum 25 pager per minute Resolution: 4800 x 1200dpi Ceramic Drum – 600 000 pages Memory: 32GB SSD First Copy speed: 7 seconds or less Mobile Print – Wi-Fi Direct Low power consumption Air print Direct print from USB memory Skip blank page – copy/scan Network Security – prevent improper access Multiple copy 1 – 9 999 Operating Systems: Windows/Apple Toner Capacity: Mono: 25 000 pages Colour: 12 000 pages Page monitoring Banner Printing – 1.9m Human Detection, Pin code machine.

## o **Medium Volume Printers x 4**

- Colour A4 Network Printer Dual Colour Scan and to USB Document Feeder Duplex Printing Up to 30 pager per minute Resolution: 1200 x 1200dpi Ceramic Drum – 200 000 pages Memory: 3GB First Copy speed: 6.5 seconds or less Mobile Print – Wi-Fi Direct Low power consumption Air print Direct print from USB memory Skip blank page – copy/scan Network Security – prevent improper access Multiple copy 1 – 999 Operating Systems: Windows/Apple Address storage: 200 addresses Toner Capacity: Mono: 8 000 pages Colour: 6 000 pages Fax. Pin code Machine

### o **Low Volume Printers x 4**

- Monochrome A4 Network Printer Dual Colour Scan and to USB Document Feeder Duplex Printing Up to 40 pager per minute Resolution: 1200dpi Ceramic Drum – 100 000 pages Memory: 600 MB at least First Copy speed: 6.5 seconds Mobile Print Energy Star Ver.2.0 certified Air print Direct print from USB memory Skip blank page – copy/scan Network Security – prevent improper access Multiple copy 1 – 999 Operating Systems: Windows/Apple Address storage: 200 addresses Toner Capacity: 9 600 pages Fax

### o **The Service Level Agreement will be inclusive of the following:**

- Maintenance
- Cost to Copy
- Call Out Rate
- Support
- Rental Fee Monthly fixed cost or indicate the annual escalations.
- Toner
- Installations
- Three (3) year period

## **6. BIDDING IMPLICATIONS**

### **6.1 Bidding documents**

All documents submitted in response to this request for proposals will become the property of PACOFS.

### **6.2 Contractual implications**

After awarding the bid, this proposal together with its bid terms, conditions and specifications will constitute a binding contract between the PACOFS and the successful bidder. The successful bidder will assume total responsibility, regardless of any third party or subcontracting agreements it may enter into. PACOFS has the right not to award the tender.

## 7. QUALITY COMMITMENT

By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria. The bidder also warrants that the service provided will be of an acceptable standard and is unlikely to cause undue difficulties.

## 8. SAFETY REQUIREMENTS

Appearance and conduct:

- a) The configuration should adhere to the occupational health and safety act and consequently always ensuring that protective clothing is worn.

## 9. LIABILITY

The successful bidder will be held liable for work not done in terms of the specifications. The bidder shall ensure that all the copier and printer machines are insured.

## 10. JOINT VENTURES, CONSORTIUMS AND TRUSTS

A trust, consortium or joint venture, will qualify for points for their joint B-BBEE status level as a legal entity, provided that the entity submits their joint BBB-EE status level Certificate. Bidders must submit proof of existence of joint venture and or consortium arrangements. PACOFS will accept signed agreements as acceptable proof of existence of joint venture and or consortium arrangement. The joint venture and or consortium agreements must clearly set out the roles and responsibilities of members of the joint venture and or consortium party. The agreement must clearly provide for resolution process in case of dispute between members of joint venture and/or consortium.

## 11. EVALUATION CRITERIA

### 11.1 PHASE 1: MANDATORY REQUIREMENTS

The bidders are required to provide the following mandatory information. All the forms must be completed in full and signed off. **Failure to provide all the required documentation, except where stated otherwise, will result in immediate disqualification of the bidder.**

- |   |          |
|---|----------|
| 11.1 Invitation to bid (Please fill in supplier number - i.e., MAAA number) | SBD 1;   |
| 11.2 Pricing schedule   | SBD 3.3; |
| 11.3 Bidders Declaration  | SBD 4;   |
| 11.4 Preference points claim form   | SBD 6.1; |

11.5 Recent Central Supplier Database (CSD) or MAAA number should be supplied;

**NB. The bidder will be disqualified if the tax status on the CSD report shows non-compliant on the closing date and time of the bid.**

11.6 Valid B-BBEE certificate that is SANAS accredited or Sworn Affidavit for B-BBEE Exempted Micro Enterprises. **Failure to submit will result in zero points awarded. Non-submission will therefore not result in a disqualification.**

11.7 Letter of Good Standing from the Department of Employment and Labour.

11.8 Joint venture agreement, if applicable.

***All SBD forms must be in their original form and not re-typed, completed in full and be signed by an authorised person. Non-adherence to this request will lead to disqualification. Any amendments made when filing in the bid document should be signed.***

## **12. PHASE 2: FUNCTIONALITY EVALUATION CRITERIA**

<b>CRITERION</b>	<b>POINTS</b>
<p><b>B1: PROOF OF WORK EXPERIENCE IN PRINTER MACHINE</b></p> <p>Experience of service provider in services of printer machines with documentary proof. Attach atleast seven (7) appointment letters.</p> <p>The appointment letter(s) should be on the letterhead of the serviced client and should reflect at least name of the client, full description of the service rendered, contact person, and contact details. The letters must be authorized.</p> <ul style="list-style-type: none"><li>• <b>10 points for each valid appointment letter.</b></li></ul> <p><b>No score will be awarded if appointment letter are not attached</b></p>	<p><b>70</b></p>

CRITERION		POINTS
<b>B2: Methodology &amp; Proposal: Technical approach that supplies PACOFS with the required printers as per scope.</b> <ul style="list-style-type: none"> <li>• Proposal not clear and not meeting the tender scope requirements = 0 points</li> <li>• Proposal meets all the requirements of the tender scope but lacks details on maintenance and/or repair timelines = 10 points</li> <li>• Proposal meets all the requirements of the tender scope with clear service &amp; maintenance areas covered, with timelines for repairs and consumables = 20 points</li> <li>• Proposal addresses the requirements from the tender scope covering all the technical areas with additional programme insight for service &amp; maintenance and repair timelines = 30 points)</li> </ul>		<b>30</b>
<b>TOTAL</b>	<b>BIDDER MUST SCORE A MINIMUM OF 70 POINTS TO BE CONSIDERED FOR FURTHER EVALUATION.</b>	<b>100</b>

Bidders who score less than **70** out of possible 100 points for functionality will be disqualified and will not be evaluated further. The bids that would have scored **70** or more for functionality will be further evaluated on the 80/20 points system where 80 points are for Pricing, and 20 points are for preferential procurement requirements (specific goals).

### 13. PHASE 3: PRICE AND B-BBEE

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

#### 13.1 PRICING SCHEDULE

- The total, all-inclusive bidding price over a three (3) year period must be indicated (Year 1; Year 2; Year 3; Total bid price).
- Prices must be fixed and all escalations must be included.
- Prices must be inclusive value added tax (VAT).

	High Volume Printers x 3	Medium Volume Printers x 4	Low Volume Printers x 4	Total
Rental Fee				
Cost Per Copy Black And White				
Cost Per Copy Colour				
<b>Total Year 1</b>				
<b>Total Year 2</b>				
<b>Total Year 3</b>				
<b>Total For 3 Years</b>				

\*Prices must be inclusive value added tax (VAT).

Either the 90/10 or 80/20 preference point system will be applicable in this tender. The 20 points / 10 points will be awarded to a bidder in accordance with the table below:

B-BBEE Status level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

#### 14. TAX COMPLIANCE

No bid shall be awarded to the bidder who is non-tax compliant. PACOFS reserves the right to withdraw an award made, or cancel the contract concluded with a successful bidder in the event that it is established that such was in fact non-tax compliant at the time of the award or has submitted a fraudulent tax clearance certificate or whose verification against the Central Supplier Database (CSD) proves non-tax compliant. PACOFS further reserves the right cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

#### 15. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No bid shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the register of Tender Defaulters kept at the National Treasury or who have been place on National Treasury's list of Restricted Suppliers. The entity reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that the bidder has been blacklisted with National Treasury or any government institution.

## 17. OUT CLAUSE

PACOFs reserves the right not to appoint any service provider.

## 18. VALIDITY PERIOD

Bids must be valid for a period of 90 days. PACOFs reserves the right to extend the validity period should need arise.

## 19. SUBMISSION AND CLOSING DATE

20.1 Proposals must be deposited in the bid box located at the main entrance of PACOFs, 12 First Avenue, Westdene, Bloemfontein 9301.

20.2 Proposals should be sealed and marked: **BID/COPIERS&PRINTERS/2023: APPOINTMENT OF A SERVICE PROVIDER FOR RENTAL OF COPIER AND PRINTER MACHINES FOR A PERIOD OF THREE (3) YEARS**. Prospective bidders must take note that the size of the tender box is **600mm L x 300mm B** and the size of the opening through which bids will be deposited is **310mm L and 90mm B**.

20.3 Prospective bidders are required to sign and date the bid register available at PACOFs Main Entrance when submitting the bids. No emailed proposals will be accepted.

The closing date is 25 August 2023 at 11:00

## 20. ENQUIRIES

20.1 For Supply Chain Management information please send an email to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za) or 051 - 4477771 ext. 2238/2306

20.2 For all technical enquiries please contact **Mr Mzomhle Mbonisweni** on 051 - 447 7771 ext. 2311 or via e-mail at [itmanager@pacofs.co.za](mailto:itmanager@pacofs.co.za).

**CLOSING DATE FOR BIDS:**

**FRIDAY, 25 AUGUST 2023**

**11H00**

**Please note: No late submissions will be considered**