RT3
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING & MAINTENANCE OF OFFICE AUTOMATION SOLUTIONS

BRIEFING SESSION

PRESENTED BY:

KWANELE MTEMBU

OFFICE OF THE CHIEF PROCUREMENT OFFICER

02 NOVEMBER 2021

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

SITA

2030 NDP

STAY SAFE
VACCINATE TO SAVE SOUTH AFRICA

BRIEFING SESSION AGENDA

- Welcome, Introductions and House Keeping by National Treasury
- Special Conditions of Contract by National Treasury
- Technical Specifications by SITA
- Live Online Bid Submission Demonstration by National Treasury
- Closure and way forward
- Questions and Answers Session

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BID DOCUMENTS AS PUBLISHED ON THE eTENDERS (www.etenders.gov.za)

Opportunities - eTenders Portal

etenders.gov.za/Home/opportunities?id=1

Printing and reproduction of recorded media	The Supply, Delivery, Installation, Commissioning and Maintenance of Office Automation Solutions to the State for the period 01 April 2022 to 31 March 2026	14/10/2021	in 17 days

Tender Number:	RT3
Department:	National Treasury
Tender Type:	Request for Proposal
Province:	Gauteng
Date Published:	Thursday, 14 October 2021
Closing Date:	Thursday, 18 November 2021 - 11:00
Place where goods, works or services are required:	Corner 240 Madiba and Thabo Sehume Street - Pretoria CBD - Pretoria - 0001
Special Conditions:	All attendees for briefing session must register as per the link on Section 4 of the Special Conditions of Contract. There are 2 platforms for bid submission, at Tender Information Centre and online as per Section 7.4.1 of the Special Conditions of Contract
ENQUIRIES:	
Contact Person:	Brenda Mashifane
Email:	transversal.contracting2@treasury.gov.za
Telephone number:	null
FAX Number:	N/A
BRIEFING SESSION:	
Is there a briefing session?: Yes	**Is it compulsory?** NO
Briefing Date and Time:	Tuesday, 02 November 2021 - 10:00
Briefing Venue:	The link is on Section 4 of the Special Conditions of Contract
TENDER DOCUMENTS	
RT3 Office Automation Solutions Bid Documents.zip	

Showing 1 to 3 of 3 entries (filtered from 1,451 total entries)

Previous 1 Next

ENG 12:53 2021/11/01

BID DOCUMENTS AS PUBLISHED ON THE National Treasury's website (www.treasury.gov.za)

Tender Info, Advertised Tenders on Transversal Contracts

National Treasury

Not secure | treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx

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national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

vulekamali | eTender | Central Supplier Database | BUDGET | RETIREMENT REFORM

- Ministry of Finance
- National Treasury Information
- Budget Information
- Investor Relations
- Communications and Media
- Publications
- Research
- Legislation
- Divisions
  - Asset and Liability Management
  - Budget office
  - Corporate Services
  - Supply Chain Management

Tender Info - Current Tenders

E-Tenders

RT3 for the Supply, Delivery, Installation, Commissioning and Maintenance of Office Automation Solutions to the State for the period 01 April 2022 to 31 March 2026

Publication date: 15 October 2021

Closing date: 18 November 2021 at 11h00

(3,979kb)

RT3 Office Automation Solutions Briefing Session Meeting Link

RT298-2021 Supply and delivery of pharmaceutical packaging materials to the state for the period 1 December 2021 to 30 November 2024.

ENG 13:02 2021/11/01

SPECIAL CONDITIONS OF CONTRACT
PAGE 1

PLANNED START DATE IS
1 APRIL 2022 TO 31 MARCH 2026

CLOSING DATE IS
18 NOVEMBER 2021 AT 11H00

SPECIAL CONDITIONS OF CONTRACT
PAGE 1

BID VALIDITY PERIOD
IS 180 DAYS FROM CLOSING DATE

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SPECIAL CONDITIONS OF CONTRACT
PAGE 4 - ANNEXURES

1	GENERAL CONDITIONS OF CONTRACT
2	SBD FORMS
3	TECHNICAL SPECIFICATIONS & PRICING SCHEDULE
4	SUBCONTRACTING REQUIREMENTS
5A	DRAFT MASTER TRANSVERSAL AGREEMENT FOR ALL PRINTERS
5B	DRAFT PARTICIPATION AGREEMENT FOR ALL PRINTERS
5C	DRAFT MASTER TRANSVERSAL AGREEMENT FOR SHREDDERS & FRANKING MACHINES
5D	DRAFT PARTICIPATION AGREEMENT FOR SHREDDERS & FRANKING MACHINES
6	COST BREAKDOWN

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SPECIAL CONDITIONS OF CONTRACT PAGE 4 – ANNEXURES CONTINUES…

7	DELIVERY COMMUNICATION PLAN
8	SERVICE AND MAINTENANCE PLAN
9	CONTRACT PRICE ADJUSTMENT PROPOSAL
10	GUIDE FOR ONLINE BID SUBMISSION

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SPECIAL CONDITIONS OF CONTRACT
PAGE 5 – TABLE 1 RETURNABLES

RETURNABLE DOCUMENTS = PHASE

Mandatory

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SPECIAL CONDITIONS OF CONTRACT
PAGE 6 – DURATION

48 MONTHS (4 YEARS)

TRANSVERSAL CONTRACT

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SPECIAL CONDITIONS OF CONTRACT PAGE 9 – TABLE 2 BID CATEGORIES

Category Description	Category Numbers	Procurement Option
Multi-Function Printers – Monochrome	1	Lease
Multi-Function Printers – Colour	2	Lease
Large Format Printers	3	Lease
Digital Duplicators	4	Lease / Outright Procurement
Paper Shredders	5	Lease / Outright Procurement
Franking Machines	6	Lease / Outright Procurement
Additional Accessory for all types of printers		
Coin Boxes	N/A	Lease / Outright Procurement

SPECIAL CONDITIONS OF CONTRACT
PAGE 9 – TABLE 3 MODELS

Models for all types of printers (Category 1 to 4)
Rental and Copy Charge
Managed Print Services
Pay for Use (Managed Document Services)

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SPECIAL CONDITIONS OF CONTRACT
PAGE 10 – BIDDING

Bidders may **bid for any category or all categories**, **any model or all models** and indicate the **type of procurement between a lease and outright procurement** as directed on SBD 1.

Alternative bid offers may be offered and clearly marked on Annexure 3 Technical Specifications and Pricing Schedule including pricing on each alternative offer.

Shredders do offer **service and maintenance only** (to existing shredders in Government), bidders must complete the information on Annexure 3 Technical Specifications and Pricing Schedule.

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SPECIAL CONDITIONS OF CONTRACT PAGE 10 – BIDDING (SBD 1 PART C)

AutoSave Off 3a RT3 Annexure 1 SBD 1 Invitation to Bid - Compatibility Mode - Saved to this PC Kwanele Mtembu
File Home Insert Design Layout References Mailings Review View Help Share Comments
Paste Clipboard Arial Narrow 10 Font Paragraph Styles Find Replace Select Editing Dictate Voice Sensitivity Editor Reuse Files

SBD1

PART C
CONFIRMATION OF BIDDING

4. WHAT TYPE OF A BIDDER ARE YOU? (EXAMPLE, DISTRIBUTOR, RE-SELLER ETC.)

_____

5. WHICH CATEGORY / CATEGORIES ARE YOU BIDDING FOR? *(Bidders can bid for any number of categories)*

Category	Description	Please tick if bidding for
1	Multi-function Printers - Monochrome	
2	Multi-function Printers - Colour	
3	Large Format Printers	
4	Digital Duplicators	
5	Paper Shredders	
6	Franking Machines	
-	Accessory: Coin Box	

Page 3 of 3 905 words English (United Kingdom) Focus 100%
ENG 14:22 2021/11/01

SPECIAL CONDITIONS OF CONTRACT PAGE 10 – BIDDING (SBD 1 PART C)

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File Home Insert Design Layout References Mailings Review View Help Share Comments
Paste Clipboard Arial Narrow 10 Font Paragraph Styles Find Replace Select Editing Dictate Voice Sensitivity Editor Reuse Files

6. **WHICH MODEL / MODELS ARE YOU BIDDING FOR?** ***(Bidders can bid for any number of models)***

Description	Please tick if bidding for
Rental and Copy Charge	
Managed Print Services	
Pay for Use (Managed Document Services)	

Page 3 of 3 905 words English (United Kingdom) Focus 100%
ENG 14:23 2021/11/01

SPECIAL CONDITIONS OF CONTRACT
PAGE 11 – TABLE 4 EVALUATION CRITERIA

Phase 1	Phase 2	Phase 3
Pre-Qualification Criteria	Technical Compliance	TCO / Price and B-BBEE
Bidders will be assessed if they are B-BBEE Level 1 to 4 compliant	Compliance to the item technical specifications	Bids evaluated in terms of the 90/10 preference system

Legislative And Other Documents

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SPECIAL CONDITIONS OF CONTRACT
PAGE 15 – TABLE 6 SUBCONTRACTING REQUIREMENTS

Category	Category Description	Subcontracting Applicability
1	Multi-Function Printers – Monochrome	Applicable
2	Multi-Function Printers – Colour	Applicable
3	Large Format Printers	Applicable
4	Digital Duplicators	Applicable
5	Paper Shredders	Not Applicable
6	Franking Machines	Not Applicable

All bidders who **ARE LARGE ENTERPRISES (TURNOVER IS R50 MILLION AND ABOVE)** will sub-contract a minimum 30% of contract value for the transversal term contract period to a new or existing subcontractor who is an EME/QSE that is at least 51% Black Owned that will be accumulated during the tenure of the transversal contract.

Subcontracting as a condition of bid **DOES NOT APPLY TO EMES AND QSES** as defined on paragraph 1 of PPR who are at least 51% blacked owned. EMEs and QSEs may fulfil the subcontracting requirements voluntarily to support other EMEs and QSEs.

SPECIAL CONDITIONS OF CONTRACT PAGE 19 – LOCAL MANUFACTURED ITEMS

The local produced goods and services are:

- Credenzas,
- Stands,
- Software including source code,
- Paper feed cabinets,
- Lighting protectors,
- Power cables/adaptor,
- SD Cards and memory of equipment.
- Shredder bags, and
- Shredder oil.

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SPECIAL CONDITIONS OF CONTRACT PAGE 19 – MULTIPLE AWARDS

The State reserves the right to award the same item to more than one (1) bidder to address item availability and compatibility.

Due diligence will be applied to ensure that pricing is affordable, market related and aligned to end-user requirements.

SPECIAL CONDITIONS OF CONTRACT
PAGE 19 – RESPONSIVE BID

Bidders are required to submit responsive bids by completing all pricing and item information on the provided technical specification and pricing schedule (Excel document - Annexure 3) for the individual items and all required forms.

NON-SUBMISSION OF ANNEXURE 3 TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE will invalidate the bid response

SPECIAL CONDITIONS OF CONTRACT PAGE 20 – NEGOTIATIONS

NEGOTIATIONS

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SPECIAL CONDITIONS OF CONTRACT
PAGE 20 – DUE DILIGENCE

DUE DILIGENCE

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SPECIAL CONDITIONS OF CONTRACT PAGE 20 – COUNTER CONDITIONS

COUNTER CONDITIONS

- Bidders' attention is drawn to the fact that **amendments to any of the bid conditions** or setting of counter conditions by bidders may result in the invalidation of such bids.

- The National Treasury reserves the right to **change or supplement any information or to issue any addendum to this bid before the closing date and time**. The National Treasury and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

- If the National Treasury exercises its right to change or supplement information in terms of the above clause, **it may seek amended bid documents from all bidders.**

SPECIAL CONDITIONS OF CONTRACT PAGE 20 to 21 – FRONTING

FRONTING

- No form of fronting is supported
- National Treasury can initiate the necessary enquiries/investigations to determine the accuracy of the representation made in this bid document
- Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry / investigation, the onus will be on the bidder to prove that fronting does not exist
- Failure to do so by the bidder within a period of fourteen (14) days from date of notification by National Treasury may invalidate the bid / contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the National Treasury may have against the bidder concerned.

SPECIAL CONDITIONS OF CONTRACT
PAGE 21 – RIGHT OF AWARD

RIGHT OF AWARD

The State reserves its following rights -

- To award the bid in part or in full;
- Not to make any award in this bid or accept any bids submitted;
- Award the bid to more than one (1) bidder for the same item (multiple-award);
- Request further technical information from any bidder after the closing date;
- Verify information and documentation of the bidder(s);
- Not to accept any of the bids submitted;
- To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award; and
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

SPECIAL CONDITIONS OF CONTRACT PAGE 21 – SUBMISSION OF BIDS

SUBMISSION OF BIDS

Online

Tender Information Centre

Refer to Annexure 10
Guide for online submission

Corner 240 Thabo Sehume and Madiba Streets, Pretoria

SPECIAL CONDITIONS OF CONTRACT
PAGE 22 – LATE BIDS

11H01 IS LATE BOTH AT TIC AND ONLINE

NO CONSIDERATION

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SPECIAL CONDITIONS OF CONTRACT
PAGE 22 – CONFIDENTIALITY & COMMUNICATION

NT ONLY

COMMUNICATION & CONFIDENTIALITY

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SPECIAL CONDITIONS OF CONTRACT PAGE 23 – CONTACT DETAILS

All bid enquiries to be via email ONLY at transversal.contracting2@treasury.gov.za

All questions received with answers will be published on eTenders and National Treasury's website as follows:
02 November and 12 November 2021

Closing date for all enquiries is 11 November 2021

SITA enquiries: **Equipment Certification Process ONLY**

SPECIAL CONDITIONS OF CONTRACT PAGE 24 – AGREEMENTS

AGREEMENTS

MASTER TRANSVERSAL AGREEMENT	PARTICIPATION AGREEMENT
National Treasury & Bidders	Bidders & Participants
Start Date: TC 1 Apr 22 to 31 Mar 26	Start Date: Delivery, installation and commissioning

All Ends Same Time

SPECIAL CONDITIONS OF CONTRACT PAGE 25 – POST PARTICIPATION

- POST-AWARD PARTICIPATION
- ALL SPHERES OF GOVERNMENT

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SPECIAL CONDITIONS OF CONTRACT PAGE 25 – LEASES

LEASE PERIOD IS 36 MONTHS

24 MONTHS EXTENSION

R0 RENTAL

ADJUSTED COST PER COPY

SPECIAL CONDITIONS OF CONTRACT
PAGE 26 – Table 8 LEASE EXTENSION PERIODS

Transversal Contract Years	Transversal Contract Period	Initial 36 Months Period	Extension Period	
Transversal Contract Year 1	01 Apr 2022 to 31 Mar 2023	01 Apr 2022 to 31 Mar 2025	Full 24 months or up to 31 March 2028	24
Transversal Contract Year 2	01 Apr 2023 to 31 Mar 2024	01 Apr 2023 to 31 Mar 2026	Up to 31 March 2028	24
Transversal Contract Year 3	01 Apr 2024 to 31 Mar 2025	01 Apr 2024 to 31 Mar 2027	Up to 31 March 2028	12
Transversal Contract Year 4	01 Apr 2025 to 31 Mar 2026	01 Apr 2025 to 31 Mar 2028	No Extension Applicable	0

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SPECIAL CONDITIONS OF CONTRACT PAGE 26 – OUTRIGHT PROCUREMENT

All outright procurement from the transversal contract can be **at any time during the tenure** of the transversal contract.

Outright procurement is **applicable to category 4, 5 and 6** (digital duplicators, paper shredders and franking machines) only.

SPECIAL CONDITIONS OF CONTRACT
PAGE 27 – NORMAL QUANTITIES & ORDERS

SPECIAL CONDITIONS OF CONTRACT PAGE 27 – SPECIAL QUANTITIES & ORDERS

- The leases from the expired RT3 transversal contract (RT3-2018) will be lapsing at two (2) intervals in 2023 and 2024.
- The lapsing of leases at the same requires a plan for decommissioning and commissioning plan between bidders and participants. Bidders are to detail the decommissioning plan on Annexure 7.
- It also requires a delivery plan for many office automation solutions at once.
- Recommended bidders will be provided with the details (numbers, dates and more) of the leases that will expire in 2023 and 2024 for better planning.
- Ordering for the 2023 and 2024 leases on the transversal contract will be in advance to allow the bidders to meet the projected deliveries. Information in that regard will be provided to bidders and Participants on the transversal contract award.
- As per 13.2.2 there will still be orders as and when a need arises from Participants at any time whilst the transversal contract is valid.
- As per 13.1 all the 2023 and 2024 leases are not guaranteed to be replaced and the information indicated on 14.4 and 14.5 will be a guide for both bidders and Participants.

SPECIAL CONDITIONS OF CONTRACT
PAGE 28 – OFFICE AUTOMATION OFFERED

- All equipment and software offered must be of the latest approved models as would have been awarded.

- All accessories, consumables and spare parts must be supplied new and no second hand or refurbished accessories, consumables or spare parts will be accepted.

- The Supplier should ensure that the accessories, consumables, and spare parts of the awarded items are guaranteed to be available for the lease life of the awarded office automation solution.

SPECIAL CONDITIONS OF CONTRACT PAGE 28 – TRAINING & SUPPORT

- Suppliers must provide at least two (2) Participant's training on the office automation solution supplied preferably during the installation and commissioning period. The training will include replacement of consumables such as toner cartridges. Suppliers shall leave a concise guide which is a laminated card for replacing toner cartridges. There should be an agreement on when the second training will take place between the Supplier and the Participant.
- Suppliers are required to provide training and training material for office automation solution installed.
- Training can be in any suitable form agreed upon between the Supplier and Participant. It can also be on-demand training and quick reference guides accessible online, to facilitate optimal use of the office automation solution.
- Arrangements for training other than at delivery of outright procured equipment or at commissioning of leased office automation solutions may be concluded between the Supplier and the Participant.
- Suppliers must also provide videos for training as refreshers for Participants.
- Any additional training required by Participants over and above the maximum two (2) as indicated on 16.1 will be offered by Suppliers at the Participant's cost.

SPECIAL CONDITIONS OF CONTRACT
PAGE 30 – ACCESSORIES, CONSUMABLES & PARTS

- It is required that sufficient accessories, consumables, and spare parts be held in SA to ensure that office automation solutions supplied in terms of the transversal contract are kept in acceptable working condition for the entire lease period of thirty-six (36) months after installation and commissioning.
- All accessories, consumables and spare parts selected at the time of lease constitute a bundle office automation solution. Any additional accessories may be procured optionally at the transversal contract prices.
- Bidders must carefully estimate and calculate the projected consumable usage (toner/ink) over the period of the transversal contract, since that directly influences the cost per copy on the transversal contract.
- To mitigate the risk for bidders, the State will allow bidders to bill Participants for "excess toner usage" only if extended volumes are printed.
- Therefore, any excess toner usage may be recovered from a Participant where documentary proof in the form of coverage and print volume reports may be required for the Participant’s payment approval.

SPECIAL CONDITIONS OF CONTRACT
PAGE 31 – REMOTE MONITORING AND ALERTING FOR THE PRINTING ENVIRONMENT

Suppliers and Participants must set up an email service on the equipment to allow remote monitoring of the printing environment.

SPECIAL CONDITIONS OF CONTRACT
PAGE 31 – EQUIPMENT UPGRADE & REPLACEMENT

- In the event where a Supplier(s) is awarded a **SPECIFIC BRAND AND MODEL**, it is required of that Supplier(s) to **CONTINUE TO SUPPLY THE AWARDED ITEM THROUGHOUT THE TRANSVERSAL CONTRACT PERIOD.**

- In the event that the awarded **MODEL IS DISCONTINUED AND THERE IS NO REPLACEMENT:**

✓ The Supplier(s) must notify National Treasury and SITA of such an occurrence upon receipt of notification from the OEM detailing the maintenance and after-sales support of the delivered office automation solution until expiry of the lease

- In the event that the awarded **MODEL IS DISCONTINUED AND THERE IS A REPLACEMENT:**

✓ The Supplier(s) will be expected to present an alternative model of the same brand at SITA for certification and replacement on the transversal contract by National Treasury.

SPECIAL CONDITIONS OF CONTRACT
PAGE 31 – TABLE 9 UPDATES ON MODEL REPLACEMENTS

Replacement Period	Replacement Letter used by Suppliers to Participants	Contract Pricing Update
1 April 2022 to 30 June 2022	Replacement Letter to be used by Suppliers to Participants during the period on no update of the replaced model	1 July 2022
1 July 2022 to 30 September 2022		1 October 2022
1 October 2022 to 31 December 2022		1 January 2023
1 January 2023 to 31 March 2023		1 April 2023

SPECIAL CONDITIONS OF CONTRACT PAGE 32 TO 35 – PRICE ADJUSTMENTS

PRICE ADJUSTMENTS

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SPECIAL CONDITIONS OF CONTRACT PAGE 35 – CONTRACT MANAGEMENT

CONTRACT MANAGEMENT

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CLOSURE & WAY FORWARD

• Submission of returnables	Table 1
• Previous Suppliers	Address bid requirements as per SCC
• CSD Registration	To bid
• Contact email address	Transversal.Contracting2@treasury.gov.za
• Briefing session presentation	Uploaded on eTenders & NT website
• Briefing session Q&As	Uploaded on eTenders & NT website
• Closing date for all queries	11 November 2021
• Negotiations	To be communicated in due course
• Closing date	18 November 2021
• Closing time	11h00 (11h01 is late)
• Late bids	Will not be considered at all
• Submission of bids	TIC and Online
• Contact people	Ms Brenda Mashifane / Ms Patiswa Mgcodo

TECHNICAL SPECIFICATIONS

BRIEFING SESSION

PRESENTED BY:

IZAK DE VILLIERS

ICT Consultant
SITA Technology Advisory Services (TAS)

02 NOVEMBER 2021

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

SITA

2030 NDP

STAY SAFE
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AGENDA

- Terms of reference
- Changes from previous RT3
- Technical solution requirements
- Technical evaluation process
- Product certification

TERMS OF REFERENCE

"Supply, Delivery, Installation, Commissioning and Maintenance of Office Automation Solutions"

- Delivery of **solutions**
- **Assess** requirements prior to quoting
- Mandatory accessories and services:
  - Device management tool
  - Installation and secure configuration
  - Training
  - Support and maintenance, continuous monitoring, reporting and optimisation

CHANGES FROM PREVIOUS RT3

- New categories:
  - Large-format printers
  - Franking machines
- New procurement options:
  - Outright purchase for duplicators
  - Rental for shredders

TECHNICAL SOLUTION REQUIREMENTS

- Based on RT3-2018 with improvements
  - Mono MFPs
  - Colour MFPs
  - Large-format printers NEW
  - Duplicators
  - Shredders
  - Franking machines NEW
- IT devices require SITA certification

1. Multifunction Printers, Monochrome

Item	Title	Description	Speed (ppm)	Prints/ month[1]	Paper size
Mfp1	MFP, 20ppm A4 mono	Multifunction printer (print, copy, scan), entry-level mono A4, 20ppm, 2 500 prints/month	20	2 500	A4
Mfp2	MFP, 30ppm A4 mono	Multifunction printer (print, copy, scan), small workgroup mono A4, 30ppm, 5 000 prints/month	30	5 000	A4

2. Multifunction Printers, Colour

Item	Title	Description	Speed (ppm)	Prints/ month[1]	Paper size
MfpC1	MFP, colour A4, 20ppm	Multifunction printer (print, copy, scan), entry-level colour A4, 20ppm, 2 500 prints/month	20	2 500	A4
MfpC2	MFP, colour A4, 30ppm	Multifunction printer (print, copy, scan), small workgroup colour A4, 30ppm, 5 000 prints/month	30	5 000	A4

3. Large-format Printers

Item	Title	Description	Speed (ppm)	Prints/ month[1]	Paper size
Lfp1	LFP, A0, 0.5ppm	Large-format printer for CAD applications, colour A0, 0.5ppm, 500 prints/month	0.5	500	A0
Lfp2	LFP, A0, 1ppm	Large-format printer for higher-volume applications, colour A0, 1ppm, 1000 prints/month	1	1 000	A0

4. Digital Duplicators

Item	Title	Description	Speed (ppm)	Prints/ month[1]	Paper size
Dup1	Duplicator, A4 mono, 20000 copies/month	Digital duplicator with scanner, mono A4, 20000 prints/month, 90ppm	90	20 000	A4
Dup2	Duplicator, A4 mono, 50000 copies/month	Digital duplicator with scanner, mono A4, 50000 prints/month, 100ppm	100	50 000	A4

5. Paper Shredders

Item	Title	Description	Security level[2]	Sheets/ pass	Bin size (l)
Shred1	Shredder, P-3, 10 sheets manual	Paper shredder, single user/small office, DIN P-3, 10 sheets manual feed, 20-litre bin	P-3	10	20
Shred2	Shredder, P-3, 10/200 sheets auto	Paper shredder, small office, DIN P-3, 10/200 sheets auto-feed, 30-litre bin	P-3	10/200	30

6. Franking Machines

Item	Title	Description	Pieces/ day	Pieces/ minute
Frank1	Franking machine, entry-level, 250 pieces/day	Entry-level digital franking machine, manual feed, 250 pieces of mail per day	250	10

ADVANCED SOFTWARE
- Drivers (print/scan/fax)
- Device management
- Print monitoring
- User management
- Security
- Device-based solutions
- Print policies

ADVANCED SERVICES
- Assessment
- Design
- Consultation
- Configuration
- Optimisation
- Fleet management
- User authentication
- Pull printing
- Managed Print

CONSUMABLES

Toner/Ink, OPC, Developer, Fuser, Staples, (Paper)

BASIC SERVICES
- Deployment
- Support
- Training
- Repair
- Maintenance
- Meter reading

BASIC SOFTWARE
- Drivers (print/scan/fax)
- Device management
- Activity monitoring, alerting

HARDWARE
- MFP (Printer/Scanner/Copier)
- Accessories (Finishers, Connectivity, Input options)
- Firmware/functionality (Fax, Security, RIP options, PDL options)

TECHNICAL SOLUTION REQUIREMENTS: FORM

- Technical/Solution spec sheet (Excel)
- Purpose:
  - Define business requirement
  - Capture device info
  - Capture prices/TCO info
  - Verify compliance with scope of service

RT3: Office Automation Solutions RT3 Technical Specification/Scope of Solution

This form must be filled in and submitted electronically

national treasury

Item Mfp1: MFP, 20ppm A4 mono

Line #	Technical Specification/Scope of Solution	Response / Price incl. VAT	Comment / Details / Model #
	Product brand name		
	Product name/model number		
	Bidder		
	SECTION 1: SOLUTION REQUIREMENTS (Mandatory)		
Note:	Section 1 specifies mandatory solution capabilities and components that must be supplied by the offered solution (included in the solution price, implemented and fully functional across all subsystems).		
A.	**Scope of Solution**		
A.1	Multifunction printer (print, copy, scan), entry-level mono A4, 20ppm, 2 500 prints/month	**No**	
A.2	This specification is for a complete solution based on the stated client business requirement. Solutions must include all components specified here, as well as those optionally specified in the client request, including required accessories, consumables and software licences	**No**	
A.3	Print volumes and duty cycle:		
A.3a)	Supported monthly print volume (maximum): 2 500 pages/month (80gsm paper)	**No**	
A.3b)	State supported monthly print volume (A4 pages)	**0**	
A.4	A4 print speed at standard resolution and quality: 20ppm	**No**	
A.4a)	State A4 print speed (ppm)	**0**	
A.5	Paper handling:		
A.5a)	Input capacity: 250 sheets	**No**	
A.5b)	Output capacity: 150 sheets	**No**	
A.5c)	Automatic duplex printing and scanning	**No**	
A.5d)	Bypass tray/manual feed	**No**	
A.6	Connectivity:		
A.6a)	Ethernet interface: 100BaseT	**No**	
A.6b)	USB interface: both Device and Host (types B and A)	**No**	
A.6c)	Print from and scan to USB storage preferred	**No**	
A.7	Printer language: PCL6	**No**	
A.7a)	PostScript Level 3 preferred	**No**	

TECHNICAL SOLUTION REQUIREMENTS: FORM (2)

- Completion of form:
  - Must be done in Excel, submitted in soft copy
  - Password-protected – don't mess with the form!
  - Mandatory vs optional lines
  - **Minimum** spec = mandatory
  - Must comply with **all** mandatory lines

TECHNICAL PROCESS FLOW

2

Scope of solution

RT3 URS: Individual offer compliance (bundle, mandatories)

1

Technical process

SITA product certification

3

Supplier evaluation

Tech & Service criteria

SITA PRODUCT CERTIFICATION

- On-going during bid advertisement and evaluation
- SITA will issue an “in process” letter to OEMs for products that have been submitted
- OEM letter with table:

  | Item | Product model # |

- Products not certified by cut-off date will be disqualified

SITA

SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
Tel: +27 12 482 3000 • Fax +27 12 367 5151 • Reg. No 1999/001899/30 • www.sita.co.za

Our Ref: RT3-2018_Canon2
Enquiries: tas@sita.co.za
Tel: +27 12 482 2872
Date: 2018-06-01

Canon SA

1st Floor, Block C, Southdowns Office Park
c/o Karee & John Vorster Drive, Southdowns
0046, Centurion

Attention: **Abdul Goolam**

SITA PRODUCT CERTIFICATION FOR RT3-2018: CANON

SITA Technology Advisory Services hereby confirm receipt of a certification request for the following multifunction product(s) for submission on Contract RT3-2018:

Item	Proposed Model
MFC7	imagePRESS C850
MFC7	imagePRESSS C10000
MF7	imageRunner ADVANCE 8505
MF7	varioPRINT 140 Series

SITA has initiated the process in collaboration with the OEM to complete the certification of the product(s) according to the requirements of Government ICT standards.

Izak de Villiers
Senior Specialist: Technology Advisory Services (Tech Lab)

QUESTIONS AND ANSWERS SESSION

BRIEFING SESSION

PRESENTED BY:

NATIONAL TREASURY & SITA

OFFICE OF THE CHIEF INFORMATION OFFICER

02 NOVEMBER 2021

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

SITA

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