SECTION 2: CONTINUATION…..QUESTIONS RECEIVED DURING BRIEFING SESSION

Question 8

Do you have a standard pricing template that we need to complete for the MPS and MDS pricing?

Response 8

There is no standard pricing for the 2models MPS and (Pay for Use) MDS. In addition to Annexure 3 Technical Specifications, bidders are requested to submit proposals of the MPS and MDS (as per Notice 3 published). On conclusion of the transversal contract a structure of both models will be finalised.

Question 9

On MfpC do you give total volume, can you please specify the colour ratio that is used for evaluation of this tender (Example MfpC1 what is the Mono and colour print split as a %)

"Multifunction printer (print, copy, scan), entry-level colour A4, 20ppm, 2 500 prints/month"

Response 9

The print split has not been defined on the bid. It is something that requires careful consideration by the bidders. The print split has intentionally not been defined on the bid because it is Participant' specific. As an example, Suppliers with a history of working with the South African Government will report that where Participants have a policy to only print colour under conditions might see a split of lower than 10% colour while Participants without such a policy that is enforced could see as much as 33% colour. Therefore, the information cannot be confirmed prior to the close of the bid and bidders will have to work on their own assumptions and experience.

Question 10

What control / monitoring measures does Treasury has in place to ensure that the 30% or more for subcontractors is equivalent to the actual contract value, signed by the participant/s and main bidder.

Response 10

Currently at National Treasury there is no procurement and monitoring system, and the processes are manual. We are busy with ways of automating such reports for easier tracking. It will be communicated with the successful bidders on how the reporting will be and the monitoring thereof as we trying to improve from the manual exercises.

Question 11

Can we get clarity / better defined descriptions for section E.4 Software from Annexure 3? We need to understand what each line item entails to slot in the correct product. The main items would be from E.4d to E.4j.

Response 11

There are genetic spaces provided for additional value add services for accessories as well as software. The additions are determined by the bidder's product offering if they are not part of mandatory pricing. The comparison will not be across all bidders on those additional services such as E4.a to E4.b as they are mandatory and need to be compared across all bidders. If you offer E4.d which is a basic OCR or E4.e which is an advanced OCR, if you have 2 levels of these services then put them on those generic spaces. The generic spaces are for enhancing the bidder's offer where the offer has additional functionality that is not necessarily covered in the machine itself, but its available. As an example, that would be typically for a software that needs to be installed in the machine or for use with the machine. The anti-virus line for instance is for the anti-virus line for the machine itself (device protection).

Question 12

In event that a specified QSE/EME who has partnered with an LE, during the course of the tender exceeds the 50M value, how would this effect the LE or EME/QSE bid?

Response 12

The condition of subcontracting is aimed at empowering that's why the condition is for Large Enterprises (LEs) so they can empower the smaller companies which are QSEs and EMEs. The tracking of the 30% towards the contract value referred to on Question 10, it will be the same tracking/monitoring of the subcontractors' contract value as would have been offered at closing date by the LEs during the course of the transversal contract as would be reported.

Should it happen that an EME or QSE has grown to be an LE, the rules (Preferential Procurement Regulations, 2017) states that you cannot subcontract more than 25% of the contract value to another party if that party does not have at least the same B-BBEE Status Level as the main bidder or a better B-BBEE Status Level than the main bidder. Through reporting that is how we will be monitoring such.

Based on the above, it is the reason that the subcontracting condition is not for EMEs and QSEs. EMEs and QSEs can subcontract voluntarily to empower other EMEs or QSEs

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Question 13

As a funder can the department sign the Master Agreement with us from a collection point of view?

The concern from the banks side is the collection of the rental as the banks do not allow the suppliers to collect the capex portion of the equipment. If an awarded supplier has a bank account on CSD, can the participant nominate a different bank account for the collection purposes of the rental with an agreement behind between the awarded supplier and the funder?

Response 13

The transversal contract is between the bidder that will be awarded and National Treasury. On the face value of the transversal contract there is the awarded supplier and National Treasury. External to the transversal contract, OEMs, Funders are not in the face value of the transversal contract hence on the draft Master Transversal Agreement and draft Participation Agreement the National Treasury has allowed terms and conditions inputs from the external parties that will cover their interests as the existence of OEMs and Funders is known but National Treasury does not have direct relations with the OEMs nor the Funders but will have a direct relationship with the awarded supplier. The draft agreements are an opportunity for OEMs and Funders to provide their terms and conditions.

In addition, No the participant cannot nominate a different bank account other than the awarded supplier's bank account for payments on RT3. There will be a session with the funders to deliberate on this matter because the challenge is that the transversal contract is between the awarded supplier and National Treasury. The session will deliberate on how the awarded supplier and the funder can be linked on the transaction, being practical and more. A participant cannot pay a bank directly that is not party to the transversal contract

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Question 14

If there is an additional MFP on e.g., MFP1 can we add an additional tab, or should this be submitted as an additional Annexure 3?

Response 14

Please do not make another file (Annexure 3). It should be 1 sheet, what is required for alternative offers is to copy the sheet, do not add a tab as it will be an empty tab. What you do is right click or drag the tab and call it A and B (example Mfp1A and Mfp1B) so they can be distinguished as we need to know if the offers are unique and do not lose the offer along the process. in summary, 1 file, make a copy of the tab and complete the information for the alternative offer. Do not make the alternative offer Mfp1(2) instead Mfp1A and Mfp1B so they can be separated

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Question 15

If you want to tender more than one device per category, how do we go about it? Can we copy the category e.g. MF1 and MF1 (2)

Response 15

Same response as 14 above

Question 16

Are we able to include more than 4 additional software options (E.4l – E.40)? If so, how do we list these as we are not allowed to amend the document?

Response 16

A bidder can add on the blank lines to add the additional software. The additional lines are editable lines. A bidder is welcome to insert any information on those blank lines related to the offer and insert a price. A bidder cannot add additional lines on Annexure 3. A bidder can also use the additional lines on the accessories.

Question 17

Some of the software license models are user based. How do we cater for these, as this contract is device based?

Response 17

The additional lines can be used for base products and prices for MPS/MDS that can be finalised at award. It is advisable to list the most important products for each offer that could be used after award of the transversal contract as no sufficient lines can be provided and also not individual details that are project based as an example.

Question 18

Are there any specifications for the coin boxes?

Response 18

There are no technical specifications for coin boxes. Basically, anything that will fit into this category (as it is an accessory), just something where a participant's user can do an offline or unattended print or copy with a device. As an example, a cash or card to unlock the machine so a user can make copies.

Question 19

Please advise, during the contract if a participant was quoted and did not evaluate or buy in time can we update the quotations to be in line with latest pricing at that time?

Response 19

That was a condition on the previous transversal contract, and it will be the same condition on the new one due to price adjustments on the transversal contract. The latest available prices must always be used.

Question 20

Can we include additional information in our response, or must we only include the documents as per the Checklist?

Response 20

Additional information can be submitted and referenced accordingly.

Question 21

How are you as treasury going to determine the 30% of contract value to be subcontracted?

Response 21

Same response as 10 and 12 above

Question 22

Can a EME respond to be a main contractor on the tender, and at the same can it be listed as a sub by a larger corporate

Response 22

CONFIRMATION from Policy has been received that the Preferential Procurement Regulations 2017 do not prohibit a bidder to bid as a Main bidder and be a subcontractor. Further details on the matter will be finalised with successful bidders.

Question 23

Will you share the recording of this meeting?

Response 23

The briefing session presentation, recording, questions and answers will be uploaded on the 2 platforms where the RT3 bid is advertised after the briefing session held on the 2nd of Nov 2021

Question 24

The question is about fronting and transformation

An EME that participated on the previous transversal contract, and which has grown to be an LE, is it fair that it should subcontract its 30% as per the conditions of the bid and compete with LEs that have been in the industry for long and did not transform? Does the subcontracting condition advance the objective of what National Treasury seeks to achieve with the emerging of EMEs that have to let go of its 30% purely because of meeting the LE annual threshold of R50 million?

Response 24

The Preferential Procurement Regulations specifies the types of bidders in terms of EMEs, QSEs and LEs even the values. With the growth that is expected as these companies emerge. If you are an LE according to the requirements of the Preferential Procurement Regulations as set for the bid, it means LEs must adhere to the bid condition. The expectation from LEs is to empower the smaller companies such as EMEs and QSEs as they have grown to that level. The practical matters of subcontracting can be discussed when the transversal contract is awarded to achieve on the objective.

On the evaluation of the RT3 bid, SBD 1 requires each bidder to state the type of bidder they are, whether a distributor or reseller etc. as the evaluation will be according to the groups of bidders. As an example, resellers are not evaluated with distributors on Phase 3, a blank approach evaluation is not used but according to the categories of bidders.

Question 25

It has been a struggle to secure funding for the roll out of the previous transversal contract. With the thin margins that are there, if we as a new LE have to give away 30% of the business that will be made, it means the funding obligation shifts because our business cannot cover the 30% to an EME that will be subcontracted. How will National Treasury deal with this matter?

Response 25

As per the response 13, the relationship on a transversal contract is between the awarded supplier and National Treasury. We are aware of the existence of funders and OEMs but by right we not even supposed to entertain the discussion as it is not on the special conditions of contract, but we are doing something about it as funding does affect the awarded suppliers.

Question 26

The delivery and decommissioning plan, Annexure 7, the request is to combine the two sections for a single submission meaning not split into two as the two feeds into each other and it also touch on installation.

Is it an option to add to Annexure 7 and reference where it's completed on a separate document which can be read and understood to comply to Annexure 7?

Response 26

Additional information can be submitted and referenced accordingly. A bidder is welcome to combine the 2 sections as long as the information is clear and addresses the requirement

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Question 27

Cost breakdown, looking at it from a mathematical point of view. Do we do the cost breakdown in the capital value, or do we indicate even lease? In other words, the proportion of local and international manufactured product. Do we allocate the lease proportion of the total value in segmented pieces to indicate that?

Does the cost breakdown apply to the main unit and every piece of accessory that runs down on the list which can become excessive as all of them are ROE based?

The CpC, we refer largely to the main unit, but the CpC is also ROE based influenced partial as does the hardware which means the consumables and some of the parts are ROE based whereby the CPI component such as labour etc. are again a different segmented portion which then combines it to a final view of CpC or lease. Do we display these broken-down fields in lease? Can it also be shown in CpC because it affects both? Does it need to cover all accessories which can be quite excessive if one refers to the technical specifications page as that submission on its own is dramatically huge?

If the components of the main unit are sourced from the same OEM then the percentage of the ROE increase or decrease should apply to the accessories as well?

On other, should we list the CpC (Toners etc.) and specify?

Response 27

It will be appreciated if the cost breakdown can be in a percentage format as those are the percentages used for price adjustments. By right bidders need to provide the cost breakdown per offer and CpC as it is affected by ROE, but we have been applying the cost breakdown of the main unit across the accessories and we can do so by obtaining confirmation from the bidder of the cost breakdown of the main unit/s. the breakdown of the lease in Rand value is not required, only the percentages for main unit and CpC.

The cost breakdown annexure will be revised to remove the Rand value as the interest is on the percentages for price adjustments. On the revised annexure, bidders can add or list all items that are ROE based.

Question 28

Authorization Declaration, if we are a direct representative of an OEM but uses an SLP partner, is it then necessary for the OEM to sign that authorisation declaration? Do we view that as a third party? Is a third party being National Treasury as number 1, SBD Systems as number 2 and OEM as number 3 or is it rather referred to as channel partner where there is no direct relationship with the OEM?

Response 28

If a bidder is sourcing any item that will be offered on the transversal contract from another party, an authorisation is required from the owner of those items to sell or lease those items including services

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Question 29

The coin boxes, just to confirm if coin boxes do not need SITA certification as it is an accessory?

Response 29

On table 2 it has been stated that coin boxes are an accessory

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Question 30

2022 to 2026 will be the existence of this transversal contract, 48 months as understood. The schedule last for 36months. The complete lease up to expiry lasts up to 2028 meaning with the extension included. If understood that means in 2022 if a bidder signs any agreement that has to extend the schedule of 36months, it will end in 2025. If there is a mandatory extension of 2 years, then it would end in 2027 which will then leave a gap year to 2028. Will that mean the rental / lease will have to be extended to 2028 if no upgrade happens? If that is the case, then the cost breakdown becomes important as a bidder will be stretching the toners and CpC charges and CPI does not cover all expenses that could incur over a long duration .

Response 30

The leases on the transversal contract that will commence during the first year will be for 36months. The extension will be 24months or up to 2028 whichever is earlier. The extension cannot exceed 24months, it is up to 24months maximum. If at the end of the extension period the transversal contract is still valid, a new lease can be taken if the participant decides so which will only be for 36months as it will commence during the last year of the transversal contract.

Question 31

The lines at the bottom on Annexure 3. If there is a value-add contribution of any format or any sorts that could be added there with a brief description and perhaps the brochures and specification documents. Is the field open for any value-add suggestion that a bidder wish to add?

Response 31

Anything that adds value and fits into the scope of the device and solution, absolutely it can be added with a price. All those black lines are to make the scope of that offer more functional to the participant, they are there for all the things that are not specified, and the bidder is aware of and can make available.

Question 32

Is there a way that we can link a minimum volume and do an aggregation to the Pay for Use model or is it based on copies printed every month?

Response 32

Minimum volumes are the solution as also stated on the technical specifications

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Question 33

An EME as a subcontractor to a particular LE and submit a bid response as a main bidder. Is it a problem if the EME is using the same LE as a supplier or the same OEM together with the LE?

As a subcontractor will be leasing and providing all related services to the participants and also as a main bidder it will be the same from the same OEM that the LE will be using

Response 33

As a main bidder you will specify the brand that you will be offering the downstream services as well that the subcontractor will be providing.

CONFIRMATION from Policy has been received that the Preferential Procurement Regulations 2017 do not prohibit a bidder to bid as a Main bidder and be a subcontractor. In terms of using the same OEM by the main bidder (LE) and the subcontractor, it is also not prohibited. Further details on the matter will be finalised with successful bidders.

Question 34

It might be the case as well by the OEMs that there might be subcontractors that are listed and identified as possible partners, but that partner might submit for other lines of business. Let's say 1 of them tenders for franking machines and shredders and another on the MFPs segment. I might be selected to provide services of 30% by the OEM on the machines and I am not aware that the OEM has submitted its own bid submission. There is definitely an opportunity there, but the subcontracting element needs to be clearly stipulated .

Response 34

CONFIRMATION from Policy has been received that the Preferential Procurement Regulations 2017 do not prohibit a bidder to bid as a Main bidder and be a subcontractor. In terms of using the same OEM by the main bidder (LE) and the subcontractor, it is also not prohibited. Further details on the matter will be finalised with successful bidders.

Question 35

It is impossible in the absence of a minimum billing where participants have taken devices informed by history of using those devices and not informed by the numbers of prints / volumes and the COVID-19 impact that has been experienced to achieve the minimum 30% subcontracting condition

It is impossible for a bidder to meet the 30% subcontracting requirements purely based on servicing costs. For the subcontracting condition to be possible it requires the subcontractor to participate on all the activities of the main bidder. It has been tried on the previous transversal contract and it is impractical due to the lack of volumes. It can only be achievable if the actual rental, the device, the hardware makes part of the 30%. If a portion is given to the subcontractor there is no way the subcontracting requirements can be met.

Response 35

The Preferential Procurement Regulations, 2017 on the subcontracting could not specify a minimum percentage for each and every industry that exists. The regulations state the minimum of 30% but the feasibility is per industry. When bidders respond they need to indicate the practical minimum percentage of subcontracting on this bid in relation to the industry's activities that will be tracked/monitored during the tenure of the transversal contract. Bidders are to also indicate the work/services that the subcontractor/s will be performing in achieving the proposed practical minimum subcontracting percentage.

Question 36

The index publication and reference on the cost breakdown, are those documents expected to be submitted during the price adjustment period and not as part of the bid submission?

Response 36

The indices indicated are information of what indices will be used when the prices are adjusted that are from Stats SA. What is required from bidders is the cost breakdown and the currencies as per the offers

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Question 37

There is prime contractor and subcontractors, can a subcontractor service different or let's say 3 prime contractors?

Response 37

National Treasury cannot instruct bidders on how to do their business. National Treasury has provided its bid requirements and on SBD 1 requires bidders to identify themselves. Even for subcontracting, bidders are to propose the subcontractor or subcontractors and National Treasury cannot instruct on who to be subcontracted as National Treasury do not know the bidder's capabilities.

SECTION 3: QUESTIONS RECEIVED POST BRIEFING SESSION

Question 38

I would like to respond to RT3 Tender I couldn't attend the briefing through technical difficulties, can I be able to Bid

Company name: Thamani Technologies & Systems (Pty) Ltd

Registration no: 2009/024372/07

Supplier CSD : MAAA0650511

Response 38

The bid documents are advertised on 2 platforms at
https://www.etenders.gov.za/Home/opportunities?id=1 or
http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx

Access the bid documents to respond to the bid. Always check the sites for any updates

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Question 39

Please can you assist me with the error I am getting on the recorded session

Response 39

It was indicated on the briefing session that the recording, presentation, Questions & Answers will be advertised on the 2 platforms where RT3 bid is advertised. Kindly keep checking any of the 2 platforms

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Question 40

Many thanks for a most informative session. I do have two questions with regards to submission.

1. As we are not a product supplier and only a funder can I submit as a funder so as to have submission, or do we wait until we hold the financing meeting and submit at that time?

2. If we submit pricing with a Supplier and a Leasing vehicle is agreed upon can we then revert to the leasing vehicle contract(if we are successfully awarded as a Leasing supplier at that time) and purchase from the approved supplier?

Response 40

The RT3 bid as advertised has listed its requirements on the Special Conditions of Contract Section 5 Terms of Reference. There is nowhere on the requirements where funders or funding is required because that is not the Transversal Contract requirement, it is a part that takes place outside the Transversal Contract.

On receipt of the bid response, we evaluate a bidder that has responded to the bid invitation as per SBD 1. If the Supplier is the bidder, it will be the Supplier that is evaluated and ultimately a Master Transversal Agreement will be signed with the Supplier. For any other party in addition to the bidding Supplier to exist on RT3, the bid response to be submitted as either as a partnership or Joint Venture or any other permissible form of company which must meet the requirements of Phase 1 (consolidated B-BBEE certificate) and a joint venture agreement that explicitly outlines the relationship, roles, and responsibilities

If a bidder is 1 and bids, it will be evaluated as 1. If there are more than 1 companies bidding, that should be clear as the evaluation must also be on those companies as per the type of company they bid as. A relationship on RT3 is with the successful appointed Supplier and National Treasury

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Question 41

Apologies, we are trying to register for the online submissions but according to your website we already have a user registered. This is not us that registered unless this is a very old user. Is there a possibility to cancel this user or let us know who this user is so that we can rectify this? We cannot wait and try and sort this out later as we might have a problem in submitting the online submission.

Response 41

Please be advised that you need to click on forgot password on login page and re-set your profile.

Question 42

Can we get the recording of yesterday session please?

Response 42

It was indicated on the briefing session that the briefing session recording will be uploaded on the bid documents advertised. Kindly access any of the 2 platforms where RT3 bid is advertised to access the recording

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Question 43

The problem is that the user is unknown, and we do not know who is registered and needs to be removed so that we can get one of us to register. The people that handled and submitted the previous tender is no longer working for us and do not have access to their emails.

Response 43

Please note that your old account has been deleted. Please restart and register.

Question 44

Please note that I get this error when I try to access the RT3 recorded meeting using my registered email

Please assist.

Response 44

Please try again as your email address needs to be confirmed to access the briefing session recording[1]

Question 45

Please assist why the Rand value has not been removed from the cost breakdown sheet as confirmed it will be removed

Response 46

Kindly access any of the 2sites where the bid is advertised as the Annexure was revised and readvertised. There is also notice 2 informing of the update

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Question 47

Annexure 7

Please can you assist with clarity on how we answer decommission for shredders & franking machine.

Special conditions of Contract RT3

6.2.11 : A valid license from an approved supplier by the Post Office to supply franking machines must be submitted for evaluation purposes.

Please advise if we can tender if we get an authorisation letter from a licenced supply that has the license.

Response 47

Annexure 7 is for printers as they are leased and upon expiry of the lease the machines must be decommissioned. The Annexure does not apply where the machines are an outright purchase. You can bid for the franking machines as per your question, the authorisation letter/s and licences will be validated including the relationships

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[1] The response is not the exact response to bidder but rephrased

Question 48

I please need your assistance, with the online submission I see that

1. Phase 2 – Technical specification has to be uploaded
2. Phase 3 – Pricing Schedule needs to be uploaded

This is the same document; do we submit this twice or is there something else that we need to do here. Please could you let us know regarding this.

Response 48

It is the same document but serving 2 purposes, technical specifications, and pricing schedule. It must be submitted on each Phase where it is required.

Question 49

We are trying to access the Sub-Contractor list off the CSD portal. We have followed the instructions on the CSD portal; however, we are receiving the below error. We have also reached out to the CSD Contact Centre, and they have given us the same instructions we have followed off the portal.

We have tried the Procurement Reference Nr as RT3 and RT3-2021. Both are giving us the same error. Please can you advise on the Procurement Reference Nr we must use in order to access the list.

Response 49

As stated on Section 6.3.11 of the Special Conditions of Contract, bidders who are Large Enterprises can access potential subcontractors from CSD for fulfilling this requirement as the information cannot be supplied without adhering to Protection of Personal Information Act. Therefore, there is no reference nor list for RT3 for CSD that was created.

You can rather ask the CSD team on how to search for companies on a specific industry for you to be able to draw a list from CSD, they can assist with that

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Question 50

As below you mentioned two sites. will you kindly provide the link, and where the new update will be published ?

Response 50

Kindly access any of the 2sites where the bid is advertised as the Annexure was revised and readvertised. There is also notice 2 informing of the update

---

Question 51

I am enquiring about tender no: RT3 is it possible to get contact number or physical address where to purchase the tender documents.

Response 51

The RT3 bid advertised can be accessed on 2 platforms for free at http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx or https://www.etenders.gov.za/Home/opportunities?id=1

Question 52

Please can Treasury confirm if subcontracting will be counted if the following applies: In the event that we subcontract the deliveries of devices/supplies to Owner Drivers (that is CSD registered/EME or QSE as well) that are contracted to the current Logistics Partner, will this be seen as sub-contracting even though we have to go through the Logistics partner who has the agreement and management in place?

Response 52

If you will be able to have a direct impact as the main bidder and be able to report on any subcontracting requirements as per the tender, should you be one of the successful bidders, Yes, the below will be accepted as subcontracting

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Question 53

Please assist if the original bid doc can be type or fill in with ink

Response 53

It can be completed anyhow; whichever way is easier for you as a bidder

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Question 54

Please advise whether the original tender submission needs to be hand-written or electronically collated like the online submission.

Response 54

Submission of bids is on 2 platforms, ONLINE and at the TENDER INFORMATION CENTRE as per Section 7.4 of the Special Conditions of Contract

In addition, for the online submission, it is preferable not to print, scan and upload. Soft copies saved as pdf will suffice except the Technical Specifications and Pricing Schedule (excel) and the Agreements (word)

Question 55

I would like to know can I subcontract to one of the companies. I am a Woman with B-BEEE status level 1, black owned business. My SARS status is compliant. I am also registered to CSD.

All my documents are in order.

Response 55

Large Enterprises with an annual turnover of R50 million and above are the ones to subcontract, meaning the subcontracting is a condition for those types of enterprises

In addition - Yes you can be subcontracted by the large enterprises

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Question 56

Please may you direct me , where to obtain the tender document: Bid Description: The Supply, Delivery, Installation, Commissioning and Maintenance of Office Automation Solutions to the State for the period 01 April 2022 to 31 March 2026

Response 56

Government tenders are advertised at www.etenders.gov.za

You can obtain the RT3 bid at
http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx OR at
https://www.etenders.gov.za/Home/opportunities?id=1

Question 57

Is there any portal where I can log on or make them aware that I am interested?

They are the big businesses and they got everything; we might be let behind due to financial status especially this era of pandemic.

Where I can register.

Response 57

You can visit the expired transversal contract RT3-2018 Contract Circular for their contact details. You need to be aware that they are not all Large Enterprises, others are EMEs and QSEs. Here is the link to the transversal contracts
http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx

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Question 58

Do I need to register with RT-3 if I am registered with the National treasury CSD and has the number?

If so, what is the link to register?

Response 58

You need to be registered on CSD to respond to the bid RT3

Question 59

Kindly assist with clarifying the following :

Paragraph 6.5.3 and 6.5.4 of the Revised Special Conditions of Contract require that the GCoC and the SPCoF should be initialled on every page and fully signed. Does the online submission portal enable initialling of all the pages ?or will that require we print, initial, sign and upload the signed version online ?

During the non-compulsory briefing session, it was made clear that documentation should not be printed , completed and uploaded however it was mentioned that the signature page can be printed and uploaded.

Does it mean that the entire document can be printed and uploaded to enable initialling and signature? We are cognizant of the fact that the rest of the other documentation should NOT be printed. Kindly clarify this so we are absolutely sure .

•Secondly where a specific form has been provided for submission of information, but the space is not sufficient to capture the required details can a annexure be added? i.e., annexure 7 does not have enough space for the required detail, can the detail be submitted as along with annexure 7 as annexure 7.1?

Response 59

As indicated during the briefing session that if you do not have an electronic signature, you will then print it, sign it, scan it and upload it

As indicated that the information provided during the briefing session that wherever possible, soft copies will be appreciated unless not a scanned copy will still be accepted and also during the briefing session it was indicated that a bidder is welcome to add/supplement any information where needed

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Question 60

I have downloaded the latest pack from Treasury website now, however, am only seeing notice 1 and notice 2, no notice 3.

Does the site take some to update or am I looking at the incorrect filename?

Response 60

The Notice 3 is outside the zip folder, kindly check again

Question 61 and Response 61

Reference: RT3 Transversal Contract Tender - Questions (10 Nov 2021)

Question 4:

Revised Annexure 6 Cost Breakdown – Will it be acceptable to submit in EXCEL Format (Same Columns and descriptions) and not a in the word format supplied? **Yes, it will be acceptable**

Question 5:

Update Notice 3 – Manged Print Services an Pay for use – is there a prescribed format for the Proposals on the MPS and Pay for use? **Bidder's cost structures differ for the 2 models hence it is requested that bidders provide their proposals on either of the models** If yes please provide – if not can we submit in EXCEL **Yes** and must the Response be submitted in a open Excel file **for the online submission the excel sheet must be uploaded there** and on a memory stick **for the hard copy at Tender Information Centre, the excel sheet must be in a memory stick**?

Question 6:

The closing date of all questions is 11 November 2021 what time can we expect the response to the questions? Should the answers provided not be clear or maybe not correctly understood by National Treasury – Can we continue to submit questions and expect the response before 24H00 on 11 November 2021? **Yes**

Question 7:

It is clear that Annexure 3 Technical Specification and Pricing Schedule needs to be in EXCEL and we need to submit in the EXCEL – but as per the Special Conditions page 21 of 35 Par 7.4.2.4 refers to *"(Annexure 2) should be in a XLSX excel sheet"* – Please Clarify? **It should be Annexure 3 submitted as an Excel sheet**

Question 62 and Response 62

Reference: RT3 Transversal Contract Tender - Questions

Question 1:

Will National Treasury Implement a rule to the RT3 Participants ? **What rule is being referred to for Participants?** Or is there currently one in place

Should a participant have outstanding Invoices/Account older than 60 Days – the participant is then restricted to enter into a new Rental Agreement with a new Supplier, until the outstanding to the current supplier is paid or there must be a agreement in writing that the new Supplier's invoices will be paid and committed payment will be made? This would protect the new supplier and existing supplier in terms of financial risks involved.

The statement is noted. There are numerous Instruction Notes and reminders about Participants paying Suppliers in 30 days of invoice receipt.

Question 2:

There is confirmation in the questions so far that the rental period is 36months (Response No 5) – although in par 10.1 The Transversal contract shall be for a forty-eight (48) months period commence -1 April 2022 to 31 March 2026 – Must the bidders rental be calculated on 36months or 48months? **Each lease that will emanate from the RT3 transversal contract will be for a period of 36 months. It is the transversal contract that is 48months**

Question 3:

Annexure 3 Technical Specs

To complete the following – do we calculate the monthly volume on - 36months/48months or 60months ? **Each lease is for 36months**

Example as per sheet

A.3a) Supported monthly print volume (maximum): 10 000 pages/month (80gsm paper)

A.3b) State supported monthly print volume (A4 pages)

Question 63

Whiles registering for online submission, I forgot to use our MAAA CSD number as the username, but rather used the company name. Upon completion of the registration process, the system took me to the below page which is similar to what is displayed on the guide (Annexure 10, page 2) provided to us. Will the error that I made, impact our submission negatively? Should I register again?

Response 63

It will be appreciated if you can reregister and use your CSD number and let us know if you come right or not

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Question 64

Please advise on the annexure 3 technical specification and pricing schedule for example line D. 14 column B says ‘’ additional service_____”, and column C says “ state the service name and description in column B”

first, we were told the sheet cannot be edited yet the above statement says otherwise .

please can you confirm if we are allowed to input a custom description of an additional service online item D. 14

Response 64

As was indicated on the briefing session that when there is a service that is not listed, sections like D.14 is where a bidder add any service they offer for that particular item. The statement is not saying others, it was indicated that do not add additional rows or columns but for any additional services not listed, use sections like D.14

Yes, I do confirm as just explained

Question 65

I tried to register again as advised, however when I click on the SharePoint link it takes me directly to my screen as per below. It does not give me the option to register again nor to cancel/ delete current profile.

I would appreciate guidance on how to go about deleting current profile.

Response 65

@Jacques Engelbrecht – may you kindly assist with deleting the submission by BTN technologies so they reregister with the CSD cumber

@Busisiwe Matlamela – kindly continue to register with your CSD number as per Annexure 10

Question 66

We would like to know how the OEM will be protected that only Original Supplies would be used for the contract. The existence of New non-original supplies is known and some even accredited by SITA.

Does 'New' mean 'Originals'

16.	OFFICE AUTOMATION OFFERED (EQUIPMENT AND SOFTWARE)
16.1	All equipment and software offered must be of the latest approved models as would have been awarded.
16.2	All accessories, consumables and spare parts must be supplied new and no second hand or refurbished accessories, consumables or spare parts will be accepted.
16.3	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.

Response 66

Yes "New" means "Original" as per the brand package

Questions 67

Please can you advise if we need to print, fill in and scan these documents for uploading. Because it is a pdf document, we are unable to fill in electronically.

Response 67

Kindly note that your email is acknowledged and yes you can print and scan as it needs to be signed.

Question 68 and Response 68

1. TCD 13.1 List of goods or services offered - does this relate to the pricing sheet, the models we are proposing or the profile, i.e., rental & copy, MPS, cost per print? It relates to listing the goods and services that your company will be sourcing from another party. TCD 13 is completed if you are sourcing any of the goods or services that you will be offering National Treasury from another party but if you are not sourcing any goods or services from another party, the goods or services offered are by your own company then you will not complete TCD 13
2. Written confirmation for disclosing tax status by SARS - could you please confirm if this should be on the "service providers" letterhead, or a letter from SARS. We have a CSD report. It should be on the bidder's letterhead as you are giving permission for your tax status to be checked anytime in relation to the bid
3. MPS pricing - Kindly advise where the pricing for the "MPS" model should be uploaded. It should be uploaded with Annexure 3 which is the technical specifications and pricing schedule

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Question 69

My old profile is still active on the system, please see below. I used the hyperlink provided on annexure 10, and the below is what comes up, hence I am unable to register anew.

Response 69

Your email is noted will revert back. Please try again it should be fine now. The account has been removed from RT3 as well, it should be 100% now.

Question 70

MAAA0000739

We tried registering on the online portal and it says that we are already registered.

We then reset our password and logged in but it says “Sorry, this item hasn’t been shared with you”.

Response 69

The account has been deleted, please re-register

_____END_____