

# BRIEFING SESSION FOR RFP RT3-2018

## Supply, Delivery, Installation, Commissioning and Maintenance of Office Automation Solutions to the State

National, Provincial Treasuries and SITA

07 May 2018



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA



# WELCOME, INTRODUCTION AND HOUSE KEEPING

MS PHUMZILE MALULEKE



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# AGENDA

## 1. Welcome, Introductions and House Keeping

## 2. Section A: General Bid Conditions

- 2.1 Submission of proposals
- 2.2 Format of submissions
- 2.3 SBD Forms
- 2.4 Tax Compliance
- 2.5 Late bids
- 2.6 Supplier due diligence
- 2.7 Communication & Confidentiality
- 2.8 Contact Details
- 2.8 Bid enquiries

## 3. Section B1: Terms of Reference

- 3.1 TC name change
- 3.2 Additional model & payment method
- 3.3 Technical solution requirements
- 3.4 TC options
- 3.5 Implementation phases

Phumzile (NDRDLR)

10h00 to 10h05

Ntando (KZNPT)

10h06 to 10h30

Izak (SITA)

10h31 to 11h15

# AGENDA

## 4. Section B2: Specific Bid Conditions

- 4.1 Duration of contract
- 4.2 Evaluation Criteria
- 4.3 Alterative proposals
- 4.4 Rate of Exchange

## 5. Section C: Award Conditions

- 5.1 Contract Award
- 5.2 Empowerment Targets

## 6. Section D: Post Award Conditions

- 6.1 Agreement/SLA
- 6.2 Assessment Questionnaire
- 6.3 Procurement guideline
- 6.4 Printing policy
- 6.5 Monitoring
- 6.6 Reporting

## 7. Other

## 9. Questions & Answers session

## 10. Closure

Kwanele (NT)

11h16 to 11h40

Fanie (GPT)

Sinethemba (GPT)

11h41 to 12h00

Emah (MPT)

12h01 to 12h15

Kwanele (NT)

12h16 to 12h25

Goitseone (NWPT)

12h26 to 12h55

Sipho (NWPT)

12h56 to 13h00

# SECTION A: GENERAL BID CONDITIONS

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# SECTION A: GENERAL BID CONDITIONS

- Special Conditions of Contract prevails over General Conditions of Contract (Page 5 of 42)
- Closing Date and Time (Page 1 of 42)
- Submission of proposals – Section 3.1 and 3.2 (Page 5 of 42)
- TIC address
- Format of submission – Section 3.5 (Page 6 of 42)
- SBD Forms
  - ✓ SBD 1 – Model bidding for
  - ✓ SBD 5 – Imported content = to or exceeding \$10 million
  - ✓ TCBD 1 – if sourcing from 3<sup>rd</sup> party
- Tax compliance requirements (Page 7 of 42)
- Late bids (Page 7 of 42)
- Supplier due diligence / verifications (Page 8 of 42)
- Communication (Page 8 of 42)
- Bid enquiries closing date (Page 9 of 42)
- Bid enquiries email address (Page 9 of 42)

# DEMONSTRATION OF PORTAL SUBMISSION

[https://portals.treasury.gov.za/login/extranetlogin.aspx?ReturnUrl=%2fsites%2fContractResponses%2f\\_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252Fsites%252FContractResponses&Source=%2Fsites%2FContractResponses](https://portals.treasury.gov.za/login/extranetlogin.aspx?ReturnUrl=%2fsites%2fContractResponses%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252Fsites%252FContractResponses&Source=%2Fsites%2FContractResponses)



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# SECTION B1: TERMS OF REFERENCE

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# SECTION B1: TERMS OF REFERENCE

- Contract name change
- Comparison with previous RT3
- Technical solution requirements
- Procurement options
- Service delivery phases

# NAME CHANGE: FOCUS CHANGE

*“Supply, delivery, installation, commissioning and maintenance of Office Automation solutions to the State”*

- Devices/Equipment → Solutions
- Deliver a **box** → supply and maintain a **solution**
- **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

# COMPARISON WITH PREVIOUS RT3

- Address shortcomings of 2015 with minimum disruption
- Improve cost-effectiveness and TCO focus
- Traditional rental + copy charge remains
- Increased ICT, security and automation focus
- Added software, service and training requirements

# COMPARISON (2)

- Introducing automated reporting and fault logging
- Assessment questionnaire, new policies and processes
- New **solution** option: **Managed Print Service** (MPS) for more effective use of devices
  - Includes additional higher-level software, services
  - Ad-hoc assessment determines what exact functionality must be included in each specific solution (project-based)
- Multi-device solution vs. single box-drop
- New payment option: **Prepaid**

# TECHNICAL SOLUTION REQUIREMENTS

- Based on RT3-2015 with improvements
  - Mono MFPs
  - Colour MFPs
  - Duplicators
  - Shredders
- Requires SITA certification

Technical Specification/Scope of Solution: Item and Category Profiles

## *RT3-2018: Office Automation Solutions*

### 1. Multifunction printers, Monochrome

Item	Title	Description	Speed (ppm)	Prints/month	Paper size
Mfp1	MFP, mono A4, 30ppm	Office multifunction printer (print, copy, scan), monochrome	30	5 000	A4
Mfp2	MFP, mono A4, 40ppm	Office multifunction printer (print, copy, scan), monochrome	40	7 500	A4
Mfp3	MFP, mono A4, 50ppm	Office multifunction printer (print, copy, scan), monochrome	50	12 500	A4

### 2. Multifunction printers, Colour

Item	Title	Description	Speed (ppm)	Prints/month	Paper size
MfpC1	MFP, colour A4, 30ppm	Office multifunction printer (print, copy, scan), colour	30	5 000	A4
MfpC2	MFP, colour A4, 40ppm	Office multifunction printer (print, copy, scan), colour	40	7 500	A4
MfpC3	MFP, colour A4, 50ppm	Office multifunction printer (print, copy, scan), colour	50	12 500	A4

### 3. Digital Duplicators

Item	Title	Description	Speed (ppm)	Prints/month	Paper size
Dup1	Duplicator, mono, A4, 20 000 copies/month	Monochrome digital duplicator with integrated scanning, A4, 20 000 prints/month, 90ppm	90	20 000	A4
Dup2	Duplicator, mono, A4, 50 000 copies/month	Monochrome digital duplicator with integrated scanning, A4, 50 000 prints/month, 100ppm	100	50 000	A4

### 4. Shredders

Item	Title	Description	Pages	Security	Size
Shred1	Shredder, 15-page capacity, DIN P-3	Paper shredder, single user/small office, 15 pages, DIN P-3	15	P-3	A4
Shred2	Shredder, 15-page capacity, DIN P-4	Paper shredder, single user/small office, 15 pages, DIN P-4	15	P-4	A4

## 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

RT3-2018: Office Automation Solutions

RT3 Tech spec

This form must be filled in and submitted electronically

Ver

## Item Mfp1: MFP, mono A4, 30ppm

Line #	Specification/Scope of Solution	Response	Comment #
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Product brand name

Product name/model number

Bidder




**Text data required**  
Enter ONLY the product's brand name

### 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 Office multifunction printer (print, copy, scan), monochrome, A4, 30ppm, 5 000 prints per month

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 request, including required accessories, consumables and software licences

A.3 Print volumes and duty cycle:

A.3a) Supported monthly print volume: 5 000 pages/month (80gsm paper)

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

# 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!
  - Must comply with **all** mandatory lines
  - Mandatory vs optional lines

B.1	Fully functional base unit as specified, including consumables, hardware warranty, support SLA, required accessories, standard power and interface cables, user guides, packaging and on-site delivery	No	
B.2	Software:		<b>Mandatory Specification</b> This component/service MUST be included in the solution price; details specified below
B.2a)	Drivers and supporting software for supported operating systems	No	
B.2b)	Device management software (including any required licences, server components, etc.)	No	
B.3	Bundled services:		
R.3a)	On-site installation and configuration, network connection		
C.3d)	Density adjustment preferred	No	
C.4	Scanning capabilities:		<b>Preferred Specification</b> A 'No' answer is allowed, as this is a non-mandatory specification.
C.4a)	Flatbed for scanning/copying from bound documents	No	
C.4b)	Automatic document feeder preferred	No	
C.1	All-inclusive monthly rental amount for offered system, including all components and capabilities specified as standard in Section 1	R 999 999.99	
C.2	Copy charge, Black	R 999 999.99	<b>Mandatory Price</b> R0.00 prices will NOT be allowed UNLESS the component is included in the Base Price, and procuring multiples of this component impractical.
D.	<b>Additional/optional services</b>		
D.1	Additional technical support per hour (over and above standard SLA)	R 999 999.99	
D.2	Installation of software (e.g. drivers) on multiple clients (hourly)	R 999 999.99	
E.1c)	Additional paper tray (description _____)	R 0.00	<b>Non-mandatory Price</b> State the component name/description in column B and model # in column E
E.1d)	Additional paper tray (description _____)	R 0.00	
E.1e)	Additional paper tray (description _____)	R 0.00	



# TECHNICAL SOLUTION REQUIREMENTS: EVALUATION

## 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).

- Mandatories evaluation: be careful when you answer “**YES**”!
- “Yes” = comply fully with entire stated requirement, with **no** qualifications
- “No” = everything other than Yes
- All specified components, accessories, services, software, etc. **must** be included in the quoted price

# EVALUATION PROCESS FLOW

②

Scope of solution

RT3 URS



①

Technical process

SITA product certification



③

Supplier evaluation

Tech & Service criteria



# PROCUREMENT OPTIONS: USE OF THE CONTRACT

- *Ad hoc* User Requirement Analysis to be done per project
- Procurement options informed by analysis:
  1. Complete solution (MPS) – best practice implementation
  2. Equipment only (rental + click)
  3. Service/software only (e.g. additional training, print management tools)
  4. Accessories only (software, finishers, consumables)
  5. Combination of any/all options
- Rental vs. Prepaid payment options
- **Buy-back option:** existing client equipment can be taken on-board by supplier to optimise entire environment

# SERVICE DELIVERY: AWARD



# SERVICE DELIVERY PHASE 1: ANALYSE

Phase 1  
Analyses of printing environments



- Communication to all RT3-2012 and RT3-2015 participants about the envisaged analyses
- Service Providers analyse the printing environments for RT3-2012 and 2015
- Service Providers report analyses outcome to National Treasury
- Service Providers propose optimal office automation solution based on the analysis outcome illustrating optimisation and savings

- Potential participant study procurement guideline
- Service providers must have the ability to extract and use historical equipment usage/volumes data in conjunction with potential participant analysis questionnaires to provide a site specific printing solution proposal that illustrate optimisation and savings

# SERVICE DELIVERY PHASE 2: IMPLEMENT

## Phase 2 Implementation



- Participant study procurement guideline
- Cost versus Benefit analysis of current rentals in comparison with opportunity cost of new rentals
- Discussions with CIO's the proposed optimal office automation solutions
- State institutions internal approval processes of optimal office automation solutions
- SCM reports to National Treasury on the selected proposal
- Adoption of a printing policy

- ICT/Finance/SCM evaluate proposals
- SCM reports to National Treasury on the selected proposal
- Adoption of a printing policy

# SERVICE DELIVERY PHASE 3: MONITOR & OPTIMISE

Phase 3

On-going refinement



- On-going application of Business Intelligence
- Monitoring benefits and objectives
- Quarterly reviews and optimisation

# SECTION B2: SPECIFIC BID CONDITIONS

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# SECTION B2: SPECIFIC BID CONDITIONS

- Duration of Contract – Section 18 (Page 17 of 42)
- Poor performance (Page 17 of 42)
- Post award participation – Section 19.3 (Page 18 of 42)
- Evaluation Criteria – Section 20 (Page 18-24)
- Format of submission – Section 3.5 (Page 6 of 42)
- Mandatory (non-responsive)
  - ✓ SBD forms (Annexure A)
  - ✓ Functionality Requirements & Pricing (Annexure B)
- Phase 2 – Section 20.3 (Page 20 of 42)
- Phase 3 – Section 20.4 (Page 21, 32-34 of 42)
- Phase 4 – Section 20.7 (Page 22 of 42)
- Cost breakdown – Section 20.8 (Page 23 of 42)
- Phase 5 – Section 20.10 (Page 24 of 42)
- Phase 6 – Section 20.11 (Page 24 of 42)

# SECTION B2: SPECIFIC BID CONDITIONS

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# SECTION B2: SPECIFIC BID CONDITIONS

## Section 20.9 Contract Price Adjustment

- There will be no contract price adjustment for equipment rental throughout the transversal term contract period of thirty-six (36) months after a purchase order has been issued.
- The rental price will be fixed for the transversal term period of thirty-six (36) months and reduced to 100% for the extension period of twenty-four (24) months.
- There will only be Rate of Exchange (ROE) adjustments for any new/additional equipment or solution procured during the transversal term contract as at the date of purchase.
- Annexure C detailing the Contract Price Adjustment will be issued during May 2018 before the closing date (01 June 2018) to all bidder(s)

# SECTION C: AWARD CONDITIONS

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# SECTION C: AWARD CONDITIONS

- Award of contract – Section 22 (Page 24 of 42)
- Empowerment targets – Section 23 (Page 25-27 of 42)

# SECTION D: POST AWARD CONDITIONS

## MS EMAH MASHIANE



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# SECTION D: POST AWARD CONDITIONS

- Agreement / SLA – Section 24.2 (Page 27 of 42)
- Procurement Guideline – Section 25 (Page 27 of 42)
- Monitoring – Section 26 (Page 28 of 42)
- Reporting – Section 27 (Page 28 of 42)

# QUESTIONS AND ANSWERS SESSION

MR GOITSEONE TONG



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# Questions?

“In other words standards are being formulated whereby the non-standard parts, which must conform to certain standards of non-standardisation, are also to be handled only in a standardised non-standard way in order to standardise on the overall non-standardisation.”

— John Gordon, *The Alice and Bob after-dinner speech*

**CLOSURE**

**MR VARUGHESE MAMMEN**



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