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## REQUEST FOR PROPOSAL (RFP)

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<b>Ref Number</b>	<b>RFPZA2022/01</b>
<b>RFP Scope</b>	<b>PROVISION OF PRINTING SOLUTION</b>
<b>Issue Date</b>	<b>Wednesday, 20 July 2022</b>
<b>Non-compulsory Briefing Session</b>	<b>N/A</b>
<b>Closing date for Submission of bids</b>	<b>Friday, 29 July 2021</b>
<b>Physical Address</b>	<b>44 Grand Central Blvd, Sanofi House Halfway house, Midrand</b>
<b>Inquiries</b>	<b>zadnafinance@zadna.org.za Tel: 010 020 3910</b>

### 1. RFP BACKGROUND

The .ZA Domain Name Authority (ZADNA) is inviting service providers to submit proposals for the office Printing solution.

### 2. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this request for proposals aims to appoint a competent service provider to provide two (2) printers, one Black & White and a Color Printer, which includes installation. The volume is +5000 printouts per month.

## **2.1 The following minimum requirements will apply:**

- 2.1.1 Proof of company registration.
- 2.1.2 Tax compliant status.
- 2.1.3 B-BBEE level certificate/affidavit.
- 2.1.4 Company Profile with track references.
- 2.1.5 Supplier database registration reference number (not compulsory)

## **3. TERMS OF REFERENCE**

The Terms of Reference (TOR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between ZADNA's requirements and the solution proposed by the service provider.

### **3.1 Scope of Services**

The service provider must have the capacity and resources to provide, install and deliver the following goods and services required by ZADNA.

#### **The proposals should include the following options:**

**Option 1:** 24- or 36-months Rentals at 0% escalation and linked to the current prime rate.

**Option 2:** Outright purchase with Full-Service Maintenance Agreement

**Device 1:** Floor standing Multifunction network Printer/ Scanner/ Photocopier / Fax (Black)

- Security feature: Password linked to users. Users must be able to print document
- The printer should be capable of doing black and white printing on A4 and A3 pages
- The printer should provide USB port and secured wireless connectivity. Users should be able to print wirelessly - Wired & wireless network printing
- The print speed should be up to 27-pages-per-minute or more
- The Internal Hard Disk drive should release the print job and delete the print job completely

- The main unit must have multiple feeder drawers and be able to accommodate multiple types and sizes of paper as part of the feeder - ± 100 sheet bypass tray; ± 1000 paper capacity A4 & A3
- The printer must have an automated document feeder
- Networked Printer: The printer must be capable of network printing; Scan-to-USB; Scan-to-email; network and color scanning; ± 100 Sheet Dual Scan document feeder.
- The finishing of the printer must be able to produce a staple/stacker/punching and page numbering
- Estimated number of people connected to machine should be a minimum of 25
- The printer must be able to provide security relevant chronological records such as audit trail and other reports - The printers must be password enabled (each user must have a pin associated with their user account).
- The printer must be able to do duplex scan to Microsoft Office 365 email
- Warrantee of the device must be specified
- It must allow for Duplex printing
- Double-sided printing
- 7" Touch Screen
- USB Slot + Micro SD Card Slot
- Pin Codes: A user code authentication gives users added security when printing documents (Users must be able to release print jobs upon punching up their pin codes).
- Must support secure mobile printing Mac, iOS, Android, Windows mobile.
- Any other useful functionality must be specified

### **Device 2: Desktop A4 Color printer**

- Printing on A4 pages, a minimum of 30 page per minute
- It must have a touch Screen input
- Direct Wi-Fi access to enable mobile print from Smart Devices (Android and iOS).
- Estimated number of people connected to machine should be a minimum of 25
- The printer must be able to provide security relevant chronological records such as audit trail and other reports
- Warrantee of the device must be specified

- It must allow for Duplex printing
- Allow for Double-sided printing
- It must allow for Duplex printing and short edge printing
- The printer should provide USB port and secured wireless connectivity. Users should be able to print wirelessly - Wired & wireless network printing
- The printer must be able to provide security relevant chronological records such as audit trail and other reports - The printers must be password enabled (each user must have a pin associated with their user account).
- Pin Codes: A user code authentication gives users added security when printing documents (Users must be able to release print jobs upon punching up their pin codes).
- Any other useful functionality must be specified

#### **4. REQUIREMENTS FOR PROPOSAL PREPARATION**

The following minimum requirements will apply:

- Tax Compliance status
- Proof of BBBEEE status

##### **4.1 Other requirements**

- Price for proposed solution must be valid for at least thirty (30) days.
- Price must be inclusive of VAT (if registered)

#### **5. TERM OF CONTRACT**

The appointed service provider is to start as of Thursday, 01 September 2022.

Engaging in unauthorized communication or seeking to obtain information about an open solicitation with any state employee or official other than the responsible procurement officer or designee is sufficient grounds for suspension.

#### **6. SUITABLE EXPERIENCE**

Suitability of each provider will be assessed in line with its experience and expertise in the provision of printing solution. Each provider must supply at least three (3) references together with contact details.

**7. ZADNA PROVISION**

ZADNA will provide the service provider with the current printing solution in place.

**8. PROPOSAL AND PRESENTATION COSTS**

ZADNA shall not be liable for the costs incurred by service providers in preparing and submitting proposals, and in attending any presentation that ZADNA may require provider to attend as part of the RFP process. Such costs shall be borne by them.

**9. COMPANY INFORMATION**

Each service provider must provide the following with their proposals:

Background information, including:

- 9.1 A description of its primary business.
- 9.2 Names of the directors and key personnel responsible for providing the technology, products and /or services under its proposal.
- 9.3 Details about the provider's ownership structure including names of directors, any subsidiaries and jurisdiction of incorporation.
- 9.4 Information on the provider's products, technology and/or services.
- 9.5 Resumes of key personnel involved in supplying technology, products and / or services.
- 9.6 Contact officer with phone and email addresses.
- 9.7 Service provider's principal place of business address.
- 9.8 References from the customers.
- 9.9 Declaration of any current or potential conflicts of interest, including where the provider itself or any related entity is directly or indirectly involved in any trade, business or undertaking of ZADNA.

**10. SPECIAL CONDITIONS**

ZADNA reserve the following rights in respect of this RFP:

- 10.1 Right not to appoint any service provider
- 10.2 Right, at any time and for any reason, to require additional information from any service provider (including detailed financial information).
- 10.3 Right to negotiate with any provider prior to making final appointment
- 10.4 Right to restructure the services and may choose to appoint the service provider for the full service provisioning or part thereof.

## **11. PRIVACY AND CONFIDENTIALITY**

- 11.1 The service provider accepts that ZADNA will retain all information and materials that providers will supply as part of its proposal in response to this RFP, and that
- 11.2 ZADNA may share such information with its external consultants and/or advisers that are involved in this RFP process.
- 11.3 Any personal information supplied as part of the proposal will be treated within the stipulations of the South African privacy laws and applicable ZADNA policies.
- 11.4 It is the responsibility of the provider to clearly mark as confidential any information the provider desires ZADNA to treat with confidentiality. ZADNA will take reasonable measures to treat such information with confidentiality.

## **12. INTELLECTUAL PROPERTY**

- 12.1 ZADNA retains all intellectual property rights in this RFP (including its supporting documents) and any information that ZADNA supplies to any provider in relation to this RFP.
- 12.2 Persons receiving this RFP may only use it for the purposes of preparing proposals in response to this RFP, and may not use the RFP to endanger, compromise or challenge ZADNA's intellectual property rights in the RFP.

## **13. SUBMISSION OF THE RFP INFORMATION:**

- 13.1 All Submissions should be emailed to **zadnafinance@zadna.org.za** no later than **Friday, 29 July 2022 at 17h00.**
- 13.2 It is responsibility of each provider to ensure that its proposal reaches ZADNA no later than the aforementioned deadline. Proposals received after the deadline will not be accepted.