



Request for Quotation invitation for Goods and/or Services

Advertisement date	10 March 2011
RFQ number	4030/004
Description of Services	Replacement of Photocopier machine
RFQ Specification forms/documents	See Terms of Reference below
Closing date: Closing time:	18 March 2011 11h00
Compulsory requirements	<ul style="list-style-type: none"> • Registration on SANAS Supplier Database • Quotation validity period • Signature If not already listed on the SANAS Supplier database, the following must be submitted: <ul style="list-style-type: none"> • Completed vendor application form (available on request) • Tax clearance certificate • BEE certificate/BEE exemption letter
Enquiries	Christi Warren 012 394 3772
Submission	Per email: christiw@sanas.co.za Per fax: 012 394 4772

IMPORTANT INFORMATION

- **Please furnish all information as requested and return your quotation by the date and time stipulated.**
- **Late and incomplete / missing documentations will invalidate the quotation submitted.**
- **SANAS is not obliged to accept the lowest or any submission received.**
- **SANAS reserves the right to accept the whole or any portion of a quotation.**
- **This RFQ will be evaluated on the basis as stipulated below in the Evaluation Criteria**

TERMS OF REFERENCE

Functions/Hardware

- | | |
|--|--|
| <ul style="list-style-type: none"> • Minimum 25 pages per minute copier • Minimum 25 pages per minute printer • Colour and Black&White • Scan to email/Network scanning • Automatic two-sided • Booklet creation • Bypass tray • Job separator | <ul style="list-style-type: none"> • A3-A5 • Minimum 40GB Hard drive • Minimum 1GB RAM • Network printer interface • Automatic reverse document feeder • Duplex standard • Multi-tray/stapler/punch finisher • Colour management (user defined) • Fax(optional) |
|--|--|

Service & Maintenance(minimum)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Toner • All spare parts and drum • Labour • Inspections | <ul style="list-style-type: none"> • Adjustments • Service calls • Preventive maintenance • Travelling time • Training |
|--|---|

Security(minimum)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Encrypted Disk Drive and email • Secure access | <ul style="list-style-type: none"> • User codes • Windows and LDAP Authentication |
|---|---|

EVALUATION CRITERIA

Criteria	Weighting
1. Price	40
2. Functionality	40
3. BBBEE Status	20
TOTAL	100