



## Request for Quotations

### Purpose of this Document

The Gauteng Film Commission (GFC) wishes to appoint suitably qualified and experienced Service Providers to provide Leasing and Maintenance of Multifunctional Printers services for a period of 12 Months

The following documents need to accompany the quotations.

- Tax clearance certificate accompanied by a pin for further verification.
- CSD Registration number
- SBD6.1 and B-BBEE status level certificate
- SBD4 Declaration of Interest

Completed quotes must be submitted via email to [quotes@gautengfilm.org.za](mailto:quotes@gautengfilm.org.za) by no later than Tuesday, 30 July 2024 at 23:59.

Technical inquiries should be directed to Mr. Bubele Ngxola [bubelen@gautengfilm.org.za](mailto:bubelen@gautengfilm.org.za)

### Evaluation Process

PRICE AND BBBEE POINTS

The 80/20 preferential point system as per [Treasury Framework Act of 2000](#) will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status

The appointed service provider will be required to develop and implement a comprehensive solutions and management plan encompassing the following:

### SPECIFICATIONS

- The service provider must provide print management software that generates reports on individual usage and audit-trail reports.
- The printer environment must have a follow-me technology where a person can print at any machine and have the documents released from any machine in the environment.
- Security features: The printers must be password enabled (each user must have a PIN associated with their user account).
- The printers must be able to do duplex scan to Microsoft Office 365 email
- The internal HDD should have a minimum of 256GB

- The main unit of the printers must have multiple feeder drawers and be able to accommodate different types and sizes of paper.
- The printers must have automated paper feeder.
- The printer must be able to print via WIFI (i.e., Air Printing)
- It is estimated that 3000 to 6000 copies on average per month per machine in terms of usage will be made during the three years.
- A Maintenance Agreement with clear SLA targets is required.
- The service provider must provide a service plan of how the required services will be delivered.
- The plan should include among other things, the following:
  - a. A formal methodology;
  - b. Resource management;
  - c. Provide loaned printers when necessary;
  - d. Provide frequent maintenance;
  - e. Report on printers;
  - f. Incident management; and all requirements that are required for the project
  - g. The printer environment must be able to report faults and alert service provider with regards to toner replenishment levels, meter readings and other crucial reports.

### TECHNICAL SPECIFICATIONS

Description	Requirement
Print & Copy Speed	25ppm
Print Paper Size	A4 and A3
Supported Systems	Windows 11/10/8.1/7/ Mac OS X 13.6.7 to 14.4.1
Mobile Printing	Air Print
Scan Functions	Scan to USB, Scan to E-Mail, Scan to File