

**RFQ: 19/7/2019 Multi-Function Device**

The Academy of Science of South Africa is looking to appoint a service provider to supply one (1) Multi-Function Device (printer) for a period of 3 years (36 months) on a leased agreement.

All technical queries may be directed to Mr. Franciscus Fleischmann [Francis@assaf.org.za](mailto:Francis@assaf.org.za)

All queries relating to the bid documentation may be directed to [scm@assaf.org.za](mailto:scm@assaf.org.za)

Deadline for submissions: **29 July 2019**, Delivery Date: **10 September 2019**

- Supply and deliver a multi-function device with the following specifications:
  - Up to 25/12 pages per minute A4/A3 in colour and b/w
  - Network Printing (Ethernet)
  - Warm-up time Approx. 18 seconds or less
  - Duplex printing
  - Fax Module installed
  - Secure printing
  - Original recognition Text, photo, text + photo, optimised for OCR
  - Automatic document feeder Up to 100 originals; A6-A3
  - Scan resolution 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 400 dpi, 200 x 200 dpi, 200 x 100 dpi (24 bit)
  - Scan functionalities Scan to email, Scan to FTP, Scan to SMB, Scan to USB Host, Scan to box, Network TWAIN, WSD scan
  - Sort, staple, punch Finishing unit.
  - 2 x 500-page A4 trays
  - Manual Bypass Tray (can carry A3 paper size)
- Monthly cost for rental of device
- Total cost for rental of device for 36 months
- Cost per print (colour and mono)
- Monthly printing capacity is 20 000 pages (total of both colour and mono)

**EVALUATION CRITERIA**

The evaluation criteria will be based on compliance, specifications, price and B-BBEE price points where applicable.

**SUPPORTING DOCUMENTATION**

- Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)
- CSD Registration Summary with a tax compliance status must be provided with the bid document

- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-VAT Vendor please indicate so.
- ASSAF has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.