



HOËRSKOOL OOS-MOOT

TENDER FOR THE SUPPLY, MAINTENANCE AND SUPPORT OF MULTI-FUNCTION PHOTOCOPIERS 2025

TENDER FOR THE SUPPLY, MAINTENANCE AND SUPPORT OF MULTI-FUNCTION PHOTOCOPIERS FOR HOËRSKOOL OOS-MOOT

1. NOTICE TO INTERESTED PARTIES

Service providers are hereby invited to tender for the supply, maintenance and support of photocopiers. Hoërskool Oos-Moot requires a smooth transition to a new tender with effect from 1 February 2025.

2. TENDER

2.1 Contract period
1 February 2025 tot 31 May 2027

2.2 Tender closing date
17 January 2025 at 14:00

2.3 Submission of tender

- Hoërskool Oos-Moot, 1120 Haarhoff Street, Villieria, Pretoria.
- Tender box will be available in the school reception area.
- Tenders can be received on weekdays between 07:00 and 14:00 (excluding school holidays).

2.4 Documents to be included with the tender

- Company letterhead
- Company profile
- Proof of bank details
- Proof of address
- Comprehensive SLA
- Detailed terms and conditions
- Reference from previous clients
- Pricing structure and quotation
- Any additional supporting documents required

2.5 Evaluation and award
The tender will be evaluated by a panel of the school governing body of Hoërskool Oos-Moot.

2.6 Tender applications (envelopes) will only be opened after the closing date.

2.7 Tenders will be accepted as complete and awards will be made solely on the basis of the information submitted.

2.8 Evaluation criteria
Tenders will be assessed on the basis of the following:

Criteria	Mark allocation
1. Compliance with tender submission requirements.	5
2. Experience in providing similar services to schools and organizations.	25
3. Proven ability to supply and support the required printers.	25
4. Pricing structure and affordability.	10
5. Reliability and response times for maintenance and support.	30
6. References from previous or current clients.	5
TOTAL	100

- 2.9 All photocopiers must comply with the technical specifications as set out under paragraph 3.
- 2.10 Prices must include labour, transport, installation, maintenance and support.
- 2.11 Any possible “hidden costs” must be fully disclosed as part of the application.
- 2.12 Late submissions will not be considered.
- 2.13 The school governing body of Hoërskool Oos-Moot reserves the right to accept or reject any tender without giving reasons.
- 2.14 No applications by email will be accepted.

3. REQUIREMENTS

- 3.1 3 year guarantee.
- 3.2 New (not refurbished) photocopiers.
- 3.3 **Refurbished photocopiers** will not be considered.
- 3.4 Additional innovative technology must be specified.
- 3.5 Device software used must be able to be controlled, ensure information security and report.
- 3.6 Number of photocopiers, specifications and copying capacity:

2 Photocopiers (Black and White printing)	
Functions	
Reduction and enlargement	Staple
Single	Booklets (A4- and A3-formats)
Double	2 x paper drums of 1500 pages each (A4 and A3 formats)
A4 and A3	2 x additional paper drums of approximately 500 pages each (A4 en A3)
Copying capacity	
Approximately 160 000 pages per month	

1 x Photocopier (Colour printing)	
Functions	
Reduction and enlargement	Staple
Single	Booklets (A4- and A3-formats)
Double	2 x paper drums of 1500 pages each (A4 and A3 formats)
A4 and A3	2 x additional paper drums of approximately 500 pages each (A4 en A3)
Copying capacity	
<ul style="list-style-type: none"> • Approximately 2 460 pages per month • Approximately 17 100 monochrome per month 	

- 3.7 Maintenance and support
- a) Regular service and technical support must be included:
- telephonic and

- technician when required.
- b) Replacement parts and consumables must be readily available to ensure minimal downtime.
- c) At least one set of consumables (ink and staples) must be available at the school.
- d) Additional, urgent support may be required during examination times (June and November - during school hours).

4. SERVICE LEVEL AGREEMENT (SLA)

A comprehensive, preliminary SLA must be submitted with the tender document.

5. TENDER DOCUMENTS AND FORM

Attached as pages 5 and 6 of this document.

TENDER SUBMISSION DOCUMENT / FORM

HOËRSKOOL OOS-MOOT

Tender for the suply, maintenance and support of photocopiers

Tender Reference: HOSM-PRINTER/2025

PART A: COMPANY INFORMATION

Please complete the details below:

1. Name of company: _____
2. Trade name (if applicable): _____
3. Business registration number: _____
4. VAT registration number: _____
6. Contact person: _____
 - Title/Designation: _____
 - Telephone number: _____
 - Email address: _____
7. Physical address: _____

8. Postal address: _____

PART B: COMPLIANCE CHECKLIST

Please ensure that all of the following documents are attached to your submission:

Document	Attached (Yes/No)	Comments
Company letterhead		
Company profile		
Proof of banking details		
Proof of address		
Comprehensive SLA		
Detailed terms and conditions		
References from previous clients		
Pricing structure and quotation		
Additional, supporting documents		

PART C: TENDER PROPOSAL DETAILS

Provide detailed answers to the following:

1. Comply with photocopy specifications
 - Confirm compliance with the specifications as set out in the tender invitation. Attach supporting documents or proposals.
 - Highlight any additional innovative technology included.
2. Maintenance and support plan
 - Describe the regular service and technical support process.
 - Specify response times for technician site visits.
 - Confirm availability of consumables (ink, staples) at the school.
3. Ability to deliver
 - Demonstrate the ability to handle the required monthly photocopy volumes.
 - Black and white copiers: 160,000 pages.
 - Colour copier: 2,460 colour and 17,100 monochrome pages.
4. References

List at least three (3) references from past or present clients. Include contact details and project descriptions.
5. Pricing structure

Provide a detailed quotation for the printers, maintenance and support services.

PART D: DECLARATION BY THE SUBMITTER

I, the undersigned, hereby confirm that the information provided in this tender submission is true and correct to the best of my knowledge. I further confirm that our company agrees to abide by the terms and conditions as set out in the tender invitation document.

Name : _____
Appointment: _____
Signature: _____
Date: _____

Submission instructions

Submit our completed tender document, together with all required attachments, in a sealed envelope.

- a) Clearly mark it with the Tender reference numer *HOSM-PRINTER/2025*.
- b) Place of submission : Hoërskool Oos-Moot, 1120 Haarhoff Street, Villieria, Pretoria, 0186 in tender box.
- c) Submission times : Between 07:00 and 14:00 (excluding school holidays).
- d) Closing date : 17 January 2025, 14:00.
- e) Late submissions will not be accepted.
- f) The school governing body of Hoërskool Oos-Moot reserves the right to accept or reject the tender without providing any reason.

Enquires may be directed to Mr F Parker (f.parker@oos-moot.co.za