



Telkom Tenders

RFP0216/2009: The replacement of Mail Inserting Machines.

Closing date & Time : 2009/10/07 @ 11:00
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Cost : R50.00

SCOPE:

The RFP 0216 covers Telkom's requirements for the replacement of existing mail insert machines. This includes the supply, delivery; installation and maintenance of mail insert machines and accessory equipment which are used for enveloping of telephone account invoices as well as insertion of Telkom marketing material.

Bidders may submit proposals, as part of the bid response, with regard to possible changes including current machine configurations which may reduce Telkom's operating cost in this environment. Such proposals however may not compromise redundancy i.t.o number of sites and high volume machine backup per site.

CRITICAL CRITERIA RFP0216/2009:

The following Critical Criteria is used during the first stage evaluation and is an absolute minimum requirement. All supporting documentation must be provided by the bidder. **Failure to comply with these criteria will result in automatic disqualification:**

1. The vendor shall have a proven track record in a high output, large volume mailing facility (minimum output 2 million insertions per month) within a corporate or large mail bureau environment where the proposed Mail Insert Machines have been successfully implemented and maintained over a minimum period of three years.
2. The vendor shall provide proof in the form of a written letter from the Original Equipment Manufacturer to provide support for the full contract period that ongoing support from the equipment manufacturer is guaranteed in terms of all hardware, and software aspects.
3. The footprint of proposed inserting machines to fit into floor space areas as specified.
4. The change over process DL and C5 envelope sizes shall be an automated process.
5. Proposed configurations must allow for redundancy per site.



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A Proposer's conference has been scheduled for the following date and venue:

DATE : Wednesday, 23 September 2009

TIME : 09:00 – 11:00

VENUE : Telkom SA
Strelitzia Conference Room
1st Floor, Telkom Towers North
152 Proes street
Pretoria

The tender document can be obtained from Telkom's Tender Office at the following address:

Attention : Marietjie Mattheus
Tel number: 012 311-3364
Telkom Tender Office
179 Proes street
Pretoria
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