



## Telkom Tenders

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**RFP 0022/2013 TO PROVIDE ...MANAGED PRINT SOLUTION (MPS).....**

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Publish Date : 29 November 2013  
Closing Date : 07 January 2014  
Time : 11h00  
Contact Person : Johannes Masinga  
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E-mail : [masingj@telkom.co.za](mailto:masingj@telkom.co.za)  
Document Cost : R50

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### **Description:**

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#### **1. Pre-Qualification Criteria**



## Telkom Tenders

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	NON-SUBMISSION SHALL RESULT IN DISQUALIFICATION?
<p>at the closing date of the RFP, the Respondent must have a valid B-BBEE recognition certificate issued by an approved IRBA registered auditor or a SANAS accredited verification agency. A valid IRBA or SANAS accredited certificate must be attached to the tender response.</p> <p>If a Respondent qualifies as an Exempted Micro Enterprise (EME), a letter from its auditors or accounting officer must be submitted to verify accredited EME and percentage of black ownership as required in terms of B-BBEE legislation.</p> <p>Refer to clause 9.16 below to ensure the correct B-BBEE documents are submitted by a Respondent under this tender.</p>	<p><b>VALID CERTIFIED IRBA OR SANAS ACCREDITED CERTIFICATE</b></p> <p><b>OR</b></p> <p><b>LETTER FROM AUDITORS OR ACCOUNTING OFFICER AS REQUIRED IN TERMS OF B-BBEE LEGISLATION (FOR EME's ONLY)</b></p>	<p><b>NO – Please submit a certified copy of a valid certificate.</b></p> <p>Failure to submit the required B-BBEE documentation will result in service providers scoring zero for B-BBEE.</p>
<p>As at the closing date of this RFP, the Respondent must have a valid SARS Tax certificate. A valid SARS certificate must be attached to the tender response</p>	<p><b>VALID ORIGINAL SARS TAX CERTIFICATE</b></p>	<p><b>YES – Please submit a valid original certificate.</b></p>
<p>The Respondent must indicate his acceptance of the Telkom Master Agreement as well as the Telkom Master Agreement Services Annexure</p>	<p><b>ACCEPTANCE OF THE TELKOM MASTER AGREEMENT AND THE TELKOM MASTER AGREEMENT SERVICES ANNEXURE</b></p> <p style="text-align: center;">             Telkom Master Agreement v1 201301         </p> <p style="text-align: center;">             Telkom Master Agreement - Services         </p>	<p><b>Yes – Please complete the details and sign off as required in Attachment C – Document 3.</b></p> <p>For the Respondents convenience these documents are attached here as well.</p>
	<p><b>TECHNICAL PRE-QUALIFICATION CRITERIA</b></p>	
<p>Do you currently offer MPS service to an enterprise with at least 2000 users? If so, please provide proof by means of letters in their Letter Heads from three (3) Organisations</p>	<p>Letters in Company Letter Heads from three (3) Organisations you have rendered the services to and signed by Senior Persons in those Organisations</p>	<p><b>If your answer is Yes,</b> please provide Letters in Company Letter Heads from three (3) Organisations you have rendered the services to and signed by Senior Persons in those Organisations</p>



## Telkom Tenders

you have rendered the services to and signed by Senior Persons in those Organisations.		
TELKOM will compose an individually designed Technical Service Level Agreement to include the specific terms of this contract. Will this be acceptable to you?	Confirmation of acceptance in principle of a Technical SLA	YES
Will you be able to come and do a full environmental assessment at no cost to Telkom's Three Sites when you are shortlisted?	If YES, please state time required to complete assessment	YES
The following required documentation to be properly completed, signed and submitted by a Respondent.	<b>PRO FORMA AUTHORITY FOR SIGNATORY</b>	<b>YES – Please submit an original signed document.</b>
	<b>DECLARATION BY RESPONDENT</b>	<b>YES – Please submit an original signed document.</b>
	<b>TELKOM LEGAL TERMS AND CONDITIONS FOR SERVICES</b>	<b>YES – Please submit an original signed document.</b>
	<b>DECLARATION OF INTEREST</b>	<b>YES – Please submit an original signed document.</b>
	<b>SUPPLIER'S CODE OF CONDUCT</b>	<b>YES – Please submit an original signed document.</b>
	<b>TAXATION QUESTIONNAIRE AND DECLARATION</b>	<b>YES – Please submit an original signed document.</b>
	<b>PREVENTION OF FRAUD &amp; CORRUPTION QUESTIONNAIRE</b>	<b>YES – Please submit an original signed document.</b>
	<b>AGREEMENT ON OCCUPATIONAL HEALTH AND SAFETY IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 (AS AMENDED)</b>	<b>YES – Please submit an original signed document.</b>
	<b>DUE DILIGENCE QUESTIONNAIRE</b>	<b>YES – Please submit an original signed document.</b>
This RFP and all the required documents listed herein must be submitted timeously and must be properly completed and duly executed by the duly authorised signatory of a Respondent.		<b>YES – Please submit all original and/or certified signed documentation as indicated in this RFP.</b>



## Telkom Tenders

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### 2. Bid Document Collection

The bid document can be collected from the Telkom Tender Office at the following address:

**179 Proes Street, Telkom Tower South,  
Lower Ground Floor**

Contact Person: Benji Ramatlakana  
Contact details: **(012) 311 3364**

### 3. Bidder's conference

Date: 12 December 2013

Venue: Telkom Towers North (TTN) Protea Conference Room, 1<sup>st</sup> Floor

Time: 09h30 until 12h30

**Please note:** Bidders are requested to arrive 30 minutes prior to the scheduled time to be signed in.