

**Request for Quotation**

**JOB TITLE: \_Photocopiers for the Midlands Campus\_\_\_\_\_**

**SUPPLIER NAME : ...................................................................................... DUT DATABASE NUMBER: ..................................**

**CO. REG. NO. : ...................................................................... VAT NUMBER : .. .............................................................**

**ADDRESS : ..............................................................................................................................................................................**

**DATE: …………….........................................................**

**The job title must be written on the envelope.**

Suppliers who are interested in supplying the goods as specified hereinafter, and subject to the General and Special conditions of the Durban University of Technology, are requested to complete this set of documents and address it in a sealed envelope marked for **Attention: Finance and ITSS Manager(Midlands). Envelopes are to be dropped off at the Finance Department, located on the ground Floor, Block B, Riverside Campus, 19 Aberfeldy Rd, Scottsville, Pietermaritzburg, 3209** on the specified Closing time and date. **Please note that no faxed/emailed quotations will be accepted.**

**Site visit details:**

**Date: \_\_\_\_Note / Applicable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue: \_\_\_\_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I/We hereby quote for the supply of the hereinafter item/s in terms of the SAID description, Specification, Terms and Conditions set herein. The variations are stated where the item offered does not comply with specifications as per original tender.

**RUBBER STAMP**

**........................................... ................................................... ......................................**

**SIGNATURE CAPACITY DATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **OFFICIAL USE**

 **DEPARTMENT : PROCUREMENT**

**CONTACT PERSON : Ettienne Rampaul Tel: +27 33 845 8991**

 **Email: ettienner@dut.ac.za**

**CLOSING DATE : 27 July 2018 CLOSING TIME : 10AM**

**All *NEW* service providers are requested to submit the following compulsory documents:**

|  |
| --- |
| The Tax clearance certificate **together with** unique pin must be submitted. Upon evaluation should the service providers tax clearance status printed from the online portal not be in order at close of the RFQ this will lead to the invalidation of the RFQ |
| Certified valid BBBEE certificate (Sanas or IRBA or sworn affidavit) |
| Certified and Valid Entity Registration Documents |
| VAT registration:* Your company must be registered for vat in order to tender
* Vat number must be stipulated on the Original Tax clearance certificate
 |
| Company Profile  |
| Three x letters of references from customers rating your service  |

**OR**

**If you are a current service provider to DUT kindly, provide.**

|  |
| --- |
| **DUT database number**  |

**SPECIFICATION 1:**

* 36 PPM (A4&A3)
* Duplex document feeder
* 2X 500 Paper trays
* Fax kit with pc faxing
* Network printing(pcl &postscript)
* Full colour network scanning
* 2GB memory
* 250 GB hard drive
* Secure print with print and copy tracking
* Sorting
* Duplex unit
* USB printing and scanning
* Installation and training

**SPECIFICATION 2:**

* 27 PPM (A4&A3)
* Duplex document feeder
* 2X 500 Paper trays
* Fax kit with pc faxing
* Network printing(pcl &postscript)
* Full colour network scanning
* 2GB memory
* 250 GB hard drive
* Secure print with print and copy tracking
* Sorting
* Duplex unit
* USB printing and scanning
* Installation and training

**Specification 3:**

* 36 PAGE PER MINUTE COPIER /PRINTER(A4-A3)
* ORIGINAL COVER
* DUPLEX UNIT-2 SIDED COPIES&PRINT
* SORTING
* 250 GB HARD DRIVE
* 2 GB MEMORY
* NETWORK PRINTING (PCL&POSTSCRIPT)
* NETWORK COLOUR SCANNING
* USB CARD READER- STUDENT CARD READER
* Y-SOFT –STUDENT BILLING SOFTWARE
* WI-FI PRINTING-ANY MOBILE DEVICE-LAPTOP
* USB MEMORY STICK PRINTING/SCANNING
* STAND
* INSTALLATION/TRAINING