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EXECUTIVE SUMMARY OF BID EVALUATION REPORT

NCS/RFQ/SM-014/2024: REQUEST FOR QUOTATIONS FOR RENTAL OF FOLDER INSERTER AND POSTMATE (DESKTOP) PRESSURE SEALER AND PRINTER WITH A SERVICE LEVEL AGREEMENT FOR THE PERIOD 01 MAY 2024 UNTIL 30 APRIL 2028

SCOPE OF CONTRACT	RENTAL OF FOLDER INSERTER AND POSTMATE (DESKTOP) PRESSURE SEALER AND PRINTER WITH A SERVICE LEVEL AGREEMENT FOR THE PERIOD 01 MAY 2024 UNTIL 30 APRIL 2028
PROCUREMENT METHOD USED	REQUEST FOR SEALED QUOTATION
DATE OF BID INVITATION	20 MAY 2024
CLOSING DATE	12 JUNE 2024
NUMBER OF BIDS RECEIVED	3

EVALUATION

	Bidder/Supplier	Bid Amount Total (Excl. VAT)	Observations
1	Canocopy (PTY) Ltd	172 596.00	<ul style="list-style-type: none">Arithmetic Errors on Pricing Schedule.Correction made after follow-up mail sent.
2	Petmer Investments cc	2028 000.00	<ul style="list-style-type: none">Expired SSC Docs, experience not relevant; delivery period 90 days
3	Office & Mailing Automation cc	87184.91	<ul style="list-style-type: none">Fitness Certificate absent & No commencement date

BEST EVALUATED BID:

Bidder:	Canocopy (PTY) LTD	
Amount - (Incl. VAT):	Monthly amount	Annual amount
OPTION 1 - Rental, install a folder inserter for folding and inserting mail hands free (letter of demand notices).	N\$ 10,604.00	N\$127,248.00
Maintenance Fee	N\$1650.00	N\$19,800.00
Rental, install a postmate (desktop) pressure sealer to print and fold payslips.	N\$5241.00	N\$62,892.00
Maintenance Fee	N\$ 695.00	N\$8340.00
Contract period	4 years (48 months) 01 August 2024 until 31 July 2028.	

