

Amendment #1 - Request for Quotation

Subject: Extending the RFQ for printer

Reference #: P0015819

Amendment Date: 15 FEBRUARY 2023

The above referenced solicitation is hereby amended as follows.

TechnoServe is extending the deadline for submission to 27 February 2023.

The section labeled “Order of Events”, is deleted in its entirety and replaced with the following:

Order of Events: This procurement will be administered in accordance with the following dates (subject to change at TechnoServe’s sole discretion):

Date	Event
22 February 2023	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of TechnoServe’s response to questions. Questions and/or notice of intent to bid should be emailed to: knethononda@tns.org
24 February 2023	Date that answers to questions will be distributed to all known intended bidders.
27 February 2023]	Last date that bids will be accepted by TechnoServe.

All other terms and conditions of the original solicitation remain unchanged

Request for Quotation

Date: 1/25/2023

Subject: Leasing of a three in one printer for in house printing

Reference #: P0015819

General Requirements: The requirements for TechnoServe's anticipated purchase are listed below. A more detailed Specifications Sheet is also attached.

TechnoServe is looking for photo copy machine three in-one printer, Multi-Function Digital Machine for period of 12 Months with capabilities and functions such as high volume prints as we print training materials in-house.

Delivery: TechnoServe requests that the requested goods or services be provided on or before the date listed below, and be delivered to the below address:

Date: 2/17/2023

Address: 54 Bath Ave, 1st Floor Offices, 54 on Bath Hotel

Rosebank

Johannesburg

South Africa

Criteria for Selection: TechnoServe's evaluation of quotes will be based on the factors set out below. At the sole discretion of TechnoServe, bidders may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the purchase to the vendor whose quote is deemed to be in the best interest of TechnoServe. TechnoServe will not award the purchase to any vendor where there is indication of a lack of business integrity.

	Max Points	Criterion
1.	35	Price, inclusive of all delivery, fees, taxes, and other charges
2.	40	Quality of goods, factoring in vendor reputation
3.	10	Payment Terms (10 points for payment 30 calendar days after delivery, 0 points for full payment in advance, other terms will obtain points accordingly)
4.	15	Delivery terms, relative to delivery date and address noted above

**Quote
Instructions:**

All quotations must:

- Contain a detailed cost with applicable taxes and other charges clearly identified.
- Provide requested payment terms and conditions.
- Describe the qualifications, experience, and capabilities of the firm (or consultant) in providing the type of goods or services being requested.
- Provide at least 3 references for similar procurements with a description of the goods or services provided and the dates of delivery.
- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the vendor.
- For quotes from a firm, provide a brief outline of the company and services offered, including:
 - Full legal name, jurisdiction of incorporation, and address of the company.
 - Full legal name and country of citizenship of company's President, Chief Executive Officer, and/or all other principal officers of the company.
 - Year the business was established.
- If a consortium of firms or a team of consultants submits a quote jointly, the above information should be provided for each member of the team.

To ensure consideration, all quotes must be submitted in the following language and currency, and by the due date noted below:

Language: English

Currency: ZAR

**Submission
Instructions:**

All quotes must be emailed to the address below with your quote attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. DO NOT email your quote to any employee of TechnoServe or deliver your quote in hard copy to a TechnoServe office. **Failing to adhere to these instructions may make your quote ineligible for consideration.**

Email: buy+ZA+P0015819@tns.org

Order of Events: This procurement will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

Date:	Event:
1/30/2023	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of TechnoServe's response to questions. Questions and/or notice of intent to bid should be emailed to: knethononda@tns.org
2/3/2023	Date that answers to questions will be distributed to all known intended bidders.
2/6/2023	Last date that quotes will be accepted by TechnoServe.

Terms and Conditions:

- The Request for Quotation is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date indicated on the RFQ. All late responses will be rejected.
- All unresponsive quotes will be rejected.
- All quotes will be considered binding offers. Your quote must be valid for acceptance for a minimum period of 90 days from the closing date of this solicitation.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any quote or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotes for such rejection or cancellation of the RFQ.
- TechnoServe reserves the right to accept all or part of the quote when awarding the purchase order/contract.
- All information provided by TechnoServe in this RFQ is offered in good faith. Individual items are subject to change at any time and all known intended bidders will be provided with notification of any changes.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- Bidders are solely obligated to pay for all costs which may be incurred by the bidder or any third parties in connection with preparing the quote.

- All quotes and supporting documentation shall become the property of TechnoServe and shall be treated confidentially.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

The attached Specifications Sheet represents an integral part of this solicitation.

Request for Quotation (RFQ)

Date: 25/01/2023

Subject: Request for Quotations

TechnoServe Inc (TNS) – South Africa, invites your company to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following products/service for TNS office in South Africa.

PRICE SCHEDULE:

Total price must include all taxes and should be expressed in a per unit basis, based on the needs listed in Chart 1 below.

Chart 1: Description of Required Products

No	Description of Products	Quantity	Unit Cost (ZAR)	Total Cost (ZAR)
1	Colour Multifunction digital machine/ printer Estimated copies per month 22000(A3, A4 and A5) Print speed: Color 20PPM Easy to Use-Touch Display Color consistent across small and large	1		
				Tax
				Delivery
				Grand Total