

RFQ: 07/August/2026/Admin/Two HP Colour Laser Jet MFPE77825.

ASSAf requires appoint a service provider for a period of 60 months commencing 1 September 2026 to 31 August 2031 to provide in-house Rental for two HP Colour Laser Jet MFPE77825.

SPECIFICATIONS

- Multifunctional – Print/Scan/Copy
- Print Speed Letter: 25 ppm Monochrome
- Monthly Print Volume: 50,000 prints pm
- Resolution: 1200 x 1200 dpi
- Connectivity: Hi-Speed USB, Network
- In -House Rental
- Comprehensive service level agreement
- Delivery and Installation to all the users

Note: The quotation must show monthly as well the total of 1 year.
Indicate any increases within the next four years.
Quotations must include all taxes.

Quote Deadline: 21 August 2026

Delivery Deadline: 31 August 2026

All technical queries may be directed to Mrs Susan Veldsman at Susan@assaf.org.za

All SCM queries may be directed to SCM at scm@assaf.org.za

SUPPORTING DOCUMENTATION

- A quotation for the service. Costs should include VAT and quotations must reflect a cost breakdown where applicable.
- A service provider should comply with the specifications.
- A valid Tax Compliance Status Pin and signed SBD forms should accompany the quotation.
- Copy of a valid enterprise registration.
- Copy of the latest CSD Report.

PLEASE NOTE:

- Quotations must be emailed to SCM at the email address, scm@assaf.org.za.
- Quotations should be valid for at least 30 days.
- Quotations must reflect a cost breakdown where applicable, prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.
- Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.
- Late Bids: Bids received late will not be considered.
- ASSAf has the right to withdraw any bid invitation at any time within the validity period.

ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.