

**REQUEST FOR QUOTATIONS**

**10 JULY 2026**

**REQUEST FOR QUOTATIONS**

**FRANKING MACHINE**

## **1. Purpose**

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- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to assist with the purchase of the new franking machine with a three-year maintenance plan, post office subscription fee, and ink replacement.

## **2. Considerations/background**

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- 2.1. Facilities Management unit provides postage services for the organisation. We currently have a franking machine, which we purchased in 2015, for printing prepaid postage stamps. The machine is outdated and cannot update the RSR logo due to technological changes.
- 2.2. We need to buy a new franking machine that allows all functions to be performed online. With the new machine, there will be no need to take it to HBS for unit downloads, inspections due, or cartridge replacements, as we will be able to do these ourselves.

## **3. Scope of work / Specification**

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Specifications are as follows:

- 3.1. The appointed service provider shall supply 1x machine, including one (1) year maintenance, that must form part of the total cost.

The appointed service provider franking machine must include the following specifications:

FRANKING MACHINE	
Type of printing	Inkjet
DPM Version	Version 02
Date and Time setting	Fully automatic setting with integrated real-time clock
Postal frank values in Rs	0.00 to 9999,99
Postage value selection	Through a weighing platform
Cycle speed (articles/minute)	22 - 44
Article size Min.(mm)	127x 76
Article size Max (mm)	381x 330
Inking mechanism	Through a replacement ink cartridge
Interface for weighing platform	Yes
Facility to create departments/ user accounts	Yes, up to 50
Max. articles thickness that can be franked	Up to 12mm
Printing of the daily batch statement of mailing (SOM)	Yes
Machine report on funds register, recredit, items register	Yes
Facility to frank thick articles, parcel	Yes
Low finds warning	Yes
Crediting through analogue Telephone line over modern	Yes

- Annual Maintenance service plan for the additional three (3) years – first year with the machine.
- Additional annual three (3) years for ink refill or replacement plan – The first year will be included with the machine.
- Annual Post Office subscription fee plan for an additional three (3) years – first year with the machine.
- Delivery and installation.
- Operator training x2 delegates.

- Machine slogan must include the below RSR logo and post box address.

PO Box 2884

Rivonia

2128



- 3.2. **Delivery Address:** Building 4, Waterfall Point Office Park Corner Waterfall & Woodmead Dr, Midrand 1685.

#### **4. Administrative / Compliance Requirements**

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- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

*Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof*

*of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

## 5. Evaluation 80/20 Preference Point System

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- 5.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulates **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 5.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 5.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b><i>at least 51% owned by black people</i></b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> </ul>

			<ul style="list-style-type: none"> <li>Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>	5	<ul style="list-style-type: none"> <li>Copy of the identity document of the owner(s)</li> <li>A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)</li> <li>Central Supplier Database (CSD) report</li> <li>Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by youth</b>	3	<ul style="list-style-type: none"> <li>Copy of the identity document of the owner(s)</li> <li>A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)</li> <li>Central Supplier Database (CSD) report</li> <li>Valid company registration documentation that are issued by</li> </ul>

			Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by person(s) with disabilities</b>	2	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> <li>• Valid South African Social Security Agency (SASSA) registration <b>(Where applicable)</b></li> <li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>

5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

## 6. Technical Enquiries

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### 6.1. **SCM Enquiries:**

Mr Siphamandla Mbatha

[siphamandla.mbatha@rsr.org.za](mailto:siphamandla.mbatha@rsr.org.za)

### 6.2. **Project Manager:**

Mr Khila Masweneng

[khilam@rsr.org.za](mailto:khilam@rsr.org.za)

## 7. Closing Date and Time for responses to this request for quotation

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- 7.1. The request will be **closed on the 15 July 2026 at 15h00**. Responses may be emailed to [siphamandla.mbatha@rsr.org.za](mailto:siphamandla.mbatha@rsr.org.za)