**SARS RFP 01/2024**

**STANDARDIZATION ON TWO (2) MULTI-FUNCTION PRINTER (MFP) BRANDS ACROSS SARS OFFICES**

**MANDATORY REQUIREMENT RESPONSE TEMPLATE**

***Instructions***

1. *Bidder is instructed to follow the format (section numbering, headings etc.) of this Mandatory Requirement response template exactly. Bidder must not deviate from the numbering scheme nor deviate from the order in which the sections and subsections are presented in this template.*
2. *Each section of this Mandatory Requirement Response Template corresponds to a pre-qualification Mandatory Requirement each section is an explanation (in italics) of what is required to be submitted by the Bidder in its response. Omitting a section; a required response, answer or required documentation will result in SARS disqualifying the Bidder.*
3. *The response to each section of the Mandatory Requirement Response Template must be separated by a file divider in the Bidder’s hardcopy response.*
4. *The Bidder must attach documentary evidence of claims where specifically requested and where directed may attach additional documentation. All documentation must be placed in a subsection of section 7 (Additional Documentation) located at the end of this template and a reference to the documentation must be made by the Bidder in the ‘Table B Additional Documentation References’ of the referring section. SARS is not under any obligation to evaluate material that is not referenced within ‘Table B Additional Documentation References’ and in the manner set out above.*
5. *The Bidder must use this MS-Word document as a template for its response. The Bidder may delete these italicised instructions and the tables headed by “Instructions for completing a Response to Table A” and “Instructions for completing a Response to Table B” from the completed template in its Proposal.*

***Important note regarding the contents of the Bidder’s response***

1. *The accuracy of the content of the Bidder’s response is paramount. SARS may, at its discretion, conduct a due diligence to verify the claims made in the Bidder’s Proposal during or after SARS’s evaluation of the Mandatory Requirement criteria. The Bidder is advised to note the provisions of the RFP with regard to misrepresentation and disqualification in the Main RFP Document*
2. *Unless otherwise specified, where responses are required to indicate Bidder’s capability, the Bidder’s current capabilities must be given.*
3. *The Bidder must make clear every aspect of its response to the information sought. SARS does not take any responsibility to clarify any aspect of the Bidder’s response. SARS may at its own discretion seek clarification from the Bidder. Any interpretation that is made by SARS evaluators of an ambiguous response will be final and need not be clarified by SARS.*
4. *SARS will evaluate the Bidder’s Proposal based on the information contained in the Proposal (and any clarifications, verifications or due diligence conducted by SARS). SARS has no responsibility to take extraneous information into account in its evaluation.*

**Mandatory Requirement Response**

1. ACCREDITATION

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| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  If the Bidder is a re-seller or a partner of an Original Equipment Manufacturer (OEM), the Bidder must submit a letter or an agreement from the OEM. The letter or agreement must confirm that the Bidder is currently accredited by the OEM for the Multi-Functional Printer (MFP) brand(s) and that the Bidder is tasked or permitted by the OEM to respond on their behalf and that if the Bidder becomes successful, SARS will sign the contract with the OEM (and not the bidder).  If the Bidder is an OEM, the Bidder must provide a signed letter from a duly authorised company representatives, which confirms that, the Bidder is an OEM of the Multi-Functional Printer (MFP) brand(s).  **NB: If a Bidder does not provide a letter or an agreement from the OEM which confirms that the Bidder has been tasked or permitted by the OEM to respond on their behalf and that if the Bidder becomes successful, SARS will sign the contract with the OEM (and not the bidder) as evidence, the Bidder will be disqualified at this stage of the evaluation process.** | | |
| **Instructions for completing Response Table A & Table B below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder may add more lines to its Response in Table A if necessary.* * *The Bidder must attach relevant documentation in Response Table.* | | |
|  | **Field name** | ***Instructions*** |
| The Bidder must be currently accredited by the OEM or be an OEM. | *The Bidder either respond Comply/Do not comply* |
| Comment | *The bidder must indicate the name of the Mult Functional Printer (MFP) brand(s), which they are accredited for or which they provide as an OEM.* |
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| **Response Table A** | | |
| **Accreditation** | **Comply/Do not comply** | **Comment** |
| The Bidder must be currently accredited by the OEM or be an OEM. |  |  |
| **Response Table B: References to Attached Documentation** | | |
| **Reference** | **Document Title** | **Submitted In Support Of** |
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1. Declaration that the Bidder WILL BE SUBMITTING AN MFP DEVICE THAT MEETS BELOW REQUIREMENTS

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| ***Mandatory Requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  The MFPs must natively support direct integration with Microsoft Universal Print and enable secure scanning to individual Microsoft OneDrive accounts without requiring custom development or third-party applications. Essential security measures, including multi-factor authentication, must safeguard each user's scanned documents in their respective OneDrive folders.  The Bidder must confirm (on the mandatory response template, through either indicating comply/ do not comply) that, the MFPs that they are proving are capable of the following functionality:   * The MFP must provide the ability to be managed natively via Microsoft Universal print. * The MFP must have a native capability to scan to Microsoft OneDrive. * The printers must have the native capability to scan to a shared folder and save the job in a multi-page TIFF file in a .TIF file extension (Multi-Tiff). All pages in the job must be saved in a single Multipage-page-Tiff file. * The Scan to OneDrive Function must include Microsoft cloud authentication. * The Scan to OneDrive function's Microsoft Cloud Authentication must support MFA. * The Scan to OneDrive function must be easy to use and should have an auto "log off". * The Scan to OneDrive feature must function independently, without reliance on 3rd party cloud-based or any on-prem solutions.   **NB: If a Bidder does not comply with 1 or more of the above functionalities, the bidder will be disqualified at this stage of the evaluation process.** | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* | | |
|  | **Field name** | ***Instructions*** |
| Comply/Do not comply | The Bidder must supply a response of ‘Comply’ or ‘Do Not Comply’. Any other response made in this column will be interpreted as ‘Do Not Comply’. |
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| **DECLARATION THAT THE BIDDER WILL BE SUBMITTING AN MFP DEVICE THAT MEETS BELOW REQUIREMENTS** | |
| **Response Table A** | |
| **Declaration** | **Comply / Do Not Comply** |
| The Bidder declares that it can provide MFPs that are capable of the following functionality as set out in the *SARS MFP Main Document* |
| The MFP must provide the ability to be managed natively via Microsoft Universal print |  |
| .The MFP must have a native capability to scan to Microsoft OneDrive. |  |
| The printers must have the native capability to scan to a shared folder and save the job in a multi-page TIFF file in a .TIF file extension (Multi-Tiff). All pages in the job must be saved in a single Multipage-page-Tiff file. |  |
| The Scan to OneDrive Function must include Microsoft cloud authentication |  |
| The Scan to OneDrive function's Microsoft Cloud Authentication must support MFA |  |
| The Scan to OneDrive function must be easy to use and should have an auto "log off". |  |
| The Scan to OneDrive feature must function independently, without reliance on 3rd party cloud-based or any on-prem solutions. |  |

**AuthoRised Signature of Bidder**

*I declare that the responses and the information provided above are accurate, complete, and correct and that I am authorised to sign this declaration on behalf of the Bidder.*

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| **Signature of Bidder’s Authorised Signatory** |  |
| **Name** |  |
| **Capacity** |  |
| **Date** |  |