

HIGH COMMISSION OF THE REPUBLIC OF SOUTH AFRICA IN KAMPALA



REQUEST FOR QUOTATION (RFQ) SPECIFICATION SHEET RFQ: /2026-2027

1. OBJECTIVE

The South African High Commission in Kampala hereby request quotations from service providers to lease two (2) smart photocopier machines for a period of two (2) years.

2. BACKGROUND

The reproduction, scanning, printing and distribution of documents are important support functions in the High Commission.

Services required: Supply, installation and maintenance of two (2) multi-functional smart copiers / network printers / scanners (scan to mail) combination machines, full colour and black and white options on a two (2) year lease contract.

3. TIMEFRAME

Upon appointment, the recommended service provider is expected to confirm that they will provide services as prescribed in the scope of work above upon receiving a Purchase Order, failure to adhere- to the above, the High Commission reserves the right to cancel the issued Purchase Order.

Delivery is expected within 2 weeks after receipt of an official order.

4. SPECIFICATIONS

SCOPE OF WORK

The scope of work shall include the following:

- Placement / movement of equipment
- Inspection
- Maintenance
- Repairs
- Call out for emergencies

SPECIFICATION (02 Machines)

The description of the Photocopier machines:

- Multi-functional- Print, Copy, Scan, Fax
- System memory (standard/max)
- Interface 10-Base-T/100-Base-T/1,000-Base-T Ethernet; USB 2.0
- Ability to print and scan via USB Drive
- To be programmed with our computers and utilized with pin codes.
- Network printing.
- 2/3 paper trays
- Color Output: Color, black and white
- Paper size, A3 & A 4
- Duplex printing
- Print speed up to 20 to 30 pages a minute
- Color touchscreen display
- To be used in the office
- To include 2x toners in your quotation.
- Delivery charges must be included in the quotation
- Supply of all parts and consumables of Photocopier multifunction
- List of parts that will be required during the Maintenance of the Multifunction Photocopier including prices of the parts, labor, print management software and insurance to be provided will be the responsibility of the service provider.
- Duration: Two-year contract payable on monthly basis.
- 5000 copies i.e. 2000 colour and 3000 black and white per month
- Service support during contract tenure (Service desk, service hours, response time, scheduled/preventative maintenance)

Evaluation Criteria

- ✚ Tax registration if applicable
- ✚ Completed SBD 4 Forms
- ✚ Quoted according to specification
- ✚ Quote must be valid for 3 months;
- ✚ Quote must be translated to English

Pricing:

- # Quote must be detailed as - specifications above;
- # Reflecting costing of each item above in Ugandan Shilling (UGX);
- # Labor and goods costing;
- # Tax registration number on quote, if quote include taxation;
- # Delivery must be supplied **on the day as agreed**
- # Lead time should be stated on the written quotation;

Payments:

The **total amount** of the quotation **must be fixed and inclusive of tax**. If registered as VAT vendor provide the cost, VAT and total amount. Payment will be processed within 30 days after the receiving of goods or service.

5. TERMS AND CONDITIONS:

If the appointed service provider fails to deliver any or all goods or to perform services within the specified period in the Order / Contract, the purchaser may as a penalty deduct from the Order / Contract price a sum of the delayed goods or unperformed services or terminate the contract in part or as a whole. Tax and delivery charges must be included in the quotation.

6. SUBMISSION OF QUOTATIONS

Prospective service providers should submit their quotations to:

SA HIGH COMMISSION RFQ Team

Tel : +256 774 355362

E-mail: Booyseeng@dirco.gov.za

Closing Date: 15 April 2026

Enquiries pertaining to the items requested on the spec can be directed to

Name: Mr Gurshen Booyseeng

Tel: +256 774 355362

E-mail: Booyseeng@dirco.gov.za

NB: Prospective service suppliers are encouraged to submit their quotations before the closing date and time as specified on the RFQ, as late submissions will not be accepted.

Physical Address:
SA HIGH COMMISSION
15A NAKASERO ROAD

Invoices must be submitted to: : Kamugishar@dirco.gov.za
BooyesenG@dirco.gov.za
MirembeM@dirco.gov.za

Please feel free to contact the official in the SA High Commission RFQ Team to provide clarify or verify any information or assistance with the completion of the required documentation.