



**ELIAS MOTSOALEDI LOCAL MUNICIPALITY**

**EMLM 22/2021**

**LEASING OF COPIER MACHINES FOR A PERIOD OF 36 MONTHS**

<b>CLOSING DATE:</b>	<b>26 MARCH 2021</b>	<b>TIME</b>	<b>11H00</b>
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<b>NAME OF TENDERER / BIDDER</b>	
<b>TOTAL BID PRICE</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>B-BBEE LEVEL (e.g Level 1)</b>	<b>LEVEL</b>
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

<b>ENQUIRIES REGARDING BID PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
<b>MANAGER: SUPPLY CHAIN MANAGEMENT</b>		<b>MANAGER ICT</b>	
<b>M MTHIMUNYE</b>		<b>T. MASHABA</b>	
<b>TEL. NUMBER</b>	<b>TEL.013 262 3056</b>	<b>TEL. NUMBER</b>	<b>013 262 3056</b>
<b>TENDER ISSUED BY</b>			
<b>SUPPLY CHAIN MANAGEMENT UNIT</b>			
<b>ELIAS MOTSOALEDI LOCAL MUNICIPALITY</b>			
<b>P.O. BOX 48, GROBLERSDAL, 0470</b>		<b>TEL. NUMBER</b>	<b>013 262 3056</b>

**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

<b>TENDER DETAILS</b>						
TENDER NUMBER	<b>EMLM 22/2021</b>					
TENDER TITLE	<b>LEASING OF COPIER MACHINES FOR A PERIOD OF 36 MONTHS</b>					
CLOSING DATE	<b>26 MARCH 2021</b>		CLOSING TIME		<b>11H00</b>	
SITE MEETING	DATE	<b>N/A</b>	TIME	N/A	COMPULSORY	<b>NO</b>
SITE MEETING ADDRESS	<b>N/A</b>					
CIDB GRADING REQUIRED	<b>N/A</b>		LEVEL AND CATEGORY		<b>N/A</b>	
TENDER DOCUMENT FEE	<b>R1000.00(if collecting from the Municipality) Free when uploading from e-tender portal</b>		PREFERENCE POINT SYSTEM		<b>80/20</b>	
BID BOX SITUATED AT	<b>MAIN OFFICES, 2<sup>ND</sup> GROBLER AVENUE, Elias Motsoaledi Local Municipality.</b>					
OPERATING HOURS	The bid box is open during office hours, Monday to Friday from 07h30 to 16h15.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				
<p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Prospective suppliers must be registered on CSD prior to submitting bid (open tender)</li> <li>2. Tenders that are deposited in the incorrect box will not be considered.</li> <li>3. Mailed, telegraphic, telex, or faxed tenders will not be accepted.</li> <li>4. No late bids after closing date and time will be accepted.</li> <li>5. Bids not clearly marked and unamend will not be accepted.</li> <li>6. Bids may only be submitted on the bid documentation provided by the municipality.</li> <li>7. No awards will be made to a person:             <ol style="list-style-type: none"> <li>i. Who is in the service of the state,</li> <li>ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state</li> <li>iii. Who is an advisor or consultant contracted with the municipality or municipal entity</li> </ol> </li> </ol>						

**BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION**

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.

NAME OF REPRESENTATIVE

POSITION / DESIGNATION

SIGNATURE

DATE

**T1.1 TENDER NOTICE & INVITATION**  
**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**  
**TENDER NO.: EMLM 22/2021**  
**CLOSING DATE: 26 MARCH 2021 AT 11H00**



In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **LEASING OF COPIER MACHINES FOR A PERIOD OF 36 MONTHS.**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2<sup>ND</sup> Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 (Tel: [013] 262 3056, at a non-refundable deposit of **R1000.00** when the bidder request/need a document from the municipality and it is free of charge when downloaded from the e-Tender Portal. Payments can be made through bank guaranteed cheque payable to the Elias Motsoaledi Local Municipality or cash.

The closing time for receipt of tenders is **26 MARCH 2021 at 11H00.** Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **ICT Manager (Mr. T. Mashaba)** on 013 262 3056 or at [tmashaba@emlm.gov.za](mailto:tmashaba@emlm.gov.za) for technical assistance.

Fully completed tender documents, clearly marked "**LEASING OF COPIER MACHINES FOR A PERIOD OF 36 MONTHS** with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box 3** on the **2<sup>nd</sup> Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 26 MARCH 2021 at 11H00 .** The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby 70 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points



## **TERMS OF REFERENCE**

### **FOR**

### **LEASING OF COPIER MACHINES FOR A PERIOD OF 36 MONTHS**

#### **1. Introduction**

Elias Motsoaledi Local Municipality requests the proposal from experienced service providers for the leasing of copier machines for a period of 36 months.

#### **2. Quality control and quality Assurance**

The prospective service provider must show his/ her capabilities for offering to render for the service. The project team must be clearly indicated designation for each member of the team. **The Copier Machine must be for corporate and not for home use.**

#### **3. Health and Safety Requirements**

The successful bidder must take into account all aspects of the occupational Health and Safety Act which has been enacted to provide for Health and Safety of person in connection with the use of tools, equipment, plant and machinery, the protection of persons against hazard to health and safety arising out or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety and to provide for matters connected therewith. However, the contractor, shall still be accountable for the compliance and adherence to the OHS Act.

#### **4. Estimated project cost**

A clear itemized bill of quantity for the works is part of the document and service providers are requested to provide rates to the bill outlined

#### **5. Business operating plan**

A detailed operating plan outlining – (procedure to request toners; waiting period for the toners; respond time after a call was logged; details of the contact person)

**6. LIST OF COPIER MACHINES TO BE SOURCED:**

**COPIER 1. 1 X COPIER MACHINE – LOCATION – COPIER ROOM ADMINISTRATION – MAIN OFFICE**

**1. MINIMUM COPIER SPECIFICATIONS:-PRODUCTION PRINTERS**

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS /SPEC
A) General	Print speed	Between 110ppm and 135ppm	
	Operating panel	Colour touch screen	
	Duplex	Single pass duplex -220 images/minute	
	Multi copy	Up to 9999	
	Enlargement	At least 5x (115, 122,141,200,400%)	
	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)	
	Zoom	At least 25% - 400% (1% steps)	
	Auto Magnification Selection	Standard	
	Auto paper selection	Standard	
	Auto tray switch	Standard	
	Original mode	Text, Text/Photo, Pale, Generation, Map, Highlight Pen, Inkjet	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS /SPEC
	Input paper capacity	1) 1st tray (std) 1,100 sheets x 2 (Tandem Tray)	
		2) 2nd tray (std) 550 sheets	
		3) 3rd tray (std) 550 sheets	

		4) 4th tray 1,100 sheets	
		5) 5th tray 1,100 sheets	
		6) 6th tray 2,800 sheets	
		Decurl Unit – to prevent paper jams	
	Output paper capacity	At least 3000 +	
	Finishing	Punch – 2 x holes and 4 x holes	
		Stapling up to at least 100 pages	
B) Sorting	Electronic sort	Standard	
	Rotate sort	Standard	
	Stack	Standard	
C) Document Creation	Book to simplex	Standard	
	Duplex to simplex	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS /SPEC
	Combine (x in 1)	Standard	
	Magazine mode	Standard	
	Chaptering	Standard	
	Cover-sheet insertion	Standard	
	Paper designate	Standard	

	OHP Slip sheet	Standard	
	Double copy	Standard	
	Sample Copy	Standard	
	Font: PLC	45 fonts, 13 International fonts	
D) Programming	User program	Standard (minimum -25)	
	User codes	Standard (minimum 1000)	
	Job preset	Standard	
	Job interrupt	Standard	
	Special paper display	Standard	
	2x language panel switch	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS /SPEC
E) Image Editing	Centre/Border Erase	Standard	
	Margin Adjustment	Standard	
	Centring	Standard	
	Image repeat	Standard	
	Colour conversion	Standard	
	Colour erase	Standard	



	Colour background	Standard	
F) Stamp and finishing	Page numbering	Standard	
	Date	Standard	
	Background numbering	Standard	
	User stamp	Standard	
	Pre-set stamp	Standard	
	Punch and stapling	Standard	

## 2. MINIMUM PRINTER SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS /SPEC
A) General	Memory	At least 2GB	
	Harddisk	At least 500GB	
	Printer languages	PCL5e/6, PDF, Adobe Reader	
	Interface	1000Base-T, USB 2.0 type A/B, SD slot.	
	MS Windows driver support	Windows 7/8/Server 2003(R2)/Server 2008(R2)/Server 2012	
	WSD support	Standard	
B) Printer features	PDF direct print	Standard	
	Sample print	Standard	

	Locked print	Standard	
	Hold print	Standard	
	Store print	Standard	
	Print from USB/SD	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS /SPEC
C) Other	DDNS compatible	Standard	
	NDPS Gateway (Novel)	Standard	
	Bonjour (Macintosh OS X)	Standard	
	Unix filter (Unix/Linux)	Standard	
	CUPS support (Unix/Linux)	Standard	
	Custom devise type	Standard	
	Devise option utility (Citrix)	Standard	
	HPT Support (IBM AS/400)	Standard	

### 3. MINIMUM SCANNER SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Optical resolution	At least 600dpi /3x8 bit	
	Present resolution	At least 100 - 600 dpi	
	Scan speed	At least 120 - 220 ipm (A4, 200 dpi, B/W and Colour) simplex and duplex.	

	Scan area	297 x 432mm (contact glass) A3 (ARDF)	
	Interface	1000Base-T, USB 2.0 type A, SD Slot.	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
	WSD support	Standard	
	sRGB support	Standard	
	LDAP search	Standard	
	Preview before transmission	Standard	
	File format	Single/Multi page TIFF,	
		Single JPEG,	
		Single/ Multi page PDF,	
		High compression PDF.	
B) Features	Scan to email	Standard	
	Scan to URL	Standard	
	Scan to SMB	Standard	
	Scan to NCP	Standard	
	Scan to FTP	Standard	
	Scan to USB/SD	Standard	
	Network TWAIN	Standard	

**4. MINIMUM ENVIRONMENTAL SPECIFICATIONS**

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) Energy Consumption	Operating mode	At least 1702 - 2059W	
	Ready mode	At least 405 – 422W	
	Warm up time	At least 360 seconds or less	
	Low power mode	At least 255 – 168W	
	Recovery time	At least 35 – 75 seconds	
	Off/Sleep mode	At least 1.2W	
	Recovery time	At least 319 seconds or less	
	Maximum energy use	At least 320 – 3700W	
	TEC (Energy Star)	At least 12317 – 18726 W/h	
B) Emission and design for recycling	TVOC emission	At least 6.4 mg/h	
	Dust emission	At least 2.1 mg/h or less	
	Noise (Sound power) Operating	At least 73.1 – 75.9 dB (mainframe) 79.1 – 79.4 dB (full)	
	Noise (Sound power) standby	At least 60.7 dB	

## 5. MINIMUM SECURITY SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) Authentication	Window Authentication	Standard	
	LDAP Authentication	Standard	
	Basic Authentication	Standard	
	User code Authentication	Standard	
	Integration Server Authentication	Standard	
	SMTP Authentication (emails)	Standard	
	POP before SMTP (emails)	Standard	
B) NIB Access Control	IP range restriction	Standard	
	IP port restriction	Standard	
	Protocol restriction	Standard	
C) Encryption	SSL (IPP/WEB/SDM)	Standard	
	IPsec	Standard	
	S/MIME (email)	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
	SNMPv3 (SDM)	Standard	
	HDD encryption	Standard	

	Address book encryption	Standard	
	PDF Password encryption	Standard	
	Authentication password encryption	Standard	
	WPA2 (Wireless LAN)	Standard	
D) Others	Data overwrite Security	Standard	
	Locked print	Standard	
	Protect Stored documents	Standard	
	MFP Menu protect	Standard	
	Unauthorised copy control (print)	Standard	
	Copy data security unit (copy)	Standard	

**COPIER 2: 7 X COLOUR COPIER MACHINE – LOCATION – Budget & Treasury Department, Community Services Department, Infrastructure Department, Planning Department, Executive Support Department, Corporate Services Department, Municipal Manager Dept.**

**1. MINIMUM COPIER SPECIFICATIONS:**

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Print speed	At least 52ppm - 90ppm	
	Operating panel	Colour touch screen	
	Multi copy	Up to 9999	
	Enlargement	At least 5x (115, 122,141,200,400%)	
	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)	
	Zoom	At least 25% - 400% (1% steps)	
	Auto Magnification Selection	Standard	
	Auto paper selection	Standard	
	Auto tray switch	Standard	
	Original mode	Text, Text/Photo, Pale, Generation	
	Input paper capacity	1) 1st tray (std) 1,100 sheets x 2 (Tandem Tray)	
		2) 2nd tray (std) 550 sheets	
		3) 3rd tray (std) 550 sheets	
		4) 4th tray 1,100 sheets	
		5) 5th tray 1,100 sheets	
		6) 6th tray 2,800 sheets	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS

	Output paper capacity	3000 +	
	Finishing	Punch – 2 x holes and 4 x holes	
		Stapling up to at least 100 pages	
B) Sorting	Electronic sort	Standard	
	Rotate sort	Standard	
	Stack	Standard	
	Shift sort	Finisher	
C) Document Creation	Book to simplex	Standard	
	Duplex to simplex	Standard	
	Combine (x in 1)	Standard	
	Magazine mode	Standard	
	Chaptering	Standard	
	Cover-sheet insertion	Standard	
	Paper designate	Standard	
	OHP Slip sheet	Standard	
	Double copy	Standard	
	Sample Copy	Standard	
	Font: PLC	Multiple fonts	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
D) Programming	User program	Standard	



	User codes	Standard	
	Job preset	Standard	
	Job interrupt	Standard	
	Special paper display	Standard	
	2x language panel switch	Standard	
E) Image Editing	Centre/Border Erase	Standard	
	Margin Adjustment	Standard	
	Centring	Standard	
	Image repeat	Standard	
F) Stamp and finishing	Page numbering	Standard	
	Date	Standard	
	Background numbering	Standard	
	User stamp	Standard	
	Pre-set stamp	Standard	
	Punch and stapling	Standard	

## 2. MINIMUM PRINTER SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Memory	At least 1.5GB and more	
	Harddisk	At least 250GB and more	
	Printer languages	PCL5e/6,	
	Interface	USB 2.0 type A/B, 10/100 Base-Tx	
	MS Windows driver support	Windows 7/8/Server 2003(R2)/Server 2008(R2)/Server 2012	
	WSD support	Standard	
B) Printer features	PDF direct print	Standard	
	Sample print	Standard	
	Locked print	Standard	
	Hold print	Standard	
	Store print	Standard	
	Print from USB/SD	Standard	
C) Other	DDNS compatible	Standard	
	NDPS Gateway (Novel)	Standard	
	Bonjour (Macintosh OS X)	Standard	
	Unix filter (Unix/Linux)	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS

	CUPS support (Unix/Linux)	Standard	
	Custom device type	Standard	
	Device Option utility (Citrix)	Standard	
	HPT Support (IBM AS/400)	Standard	

### 3. MINIMUM SCANNER SPECIFICATIONS

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Optical resolution	At least 600dpi	
	Present resolution	At least 100 - 600 dpi	
	Scan speed	At least 90ipm (A4, 200 dpi, B/W and Colour) simplex and duplex	
	Scan area	297 x 4312mm (contact glass) A3 (ARDF)	
	Interface	At least 10/100Base-Tx,	
	WSD support	Standard	
	sRGB support	Standard	
	LDAP search	Standard	
	Preview before transmission	Standard	
	File format	Single/Multi page TIFF,	
		Single JPEG,	
		Single/ Multi page PDF,	
		High compression PDF.	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
B) Features	Scan to email	Standard	

	Scan to URL	Standard	
	Scan to SMB	Standard	
	Scan to NCP	Standard	
	Scan to FTP	Standard	
	Scan to USB/SD	Standard	
	Network TWAIN	Standard	

#### 4. MINIMUM ENVIRONMENTAL SPECIFICATIONS

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) Energy Consumption	Operating mode	At least 25000W and more	
	Ready mode	At least 400 - 500W	
	Warm up time	At least 40 seconds or less	
	Low power mode	At least 191W or less	
	Recovery time	At least 10 seconds or less	
	Off/Sleep mode	At least 2W	
	Recovery time	At least 30 seconds or less	
	Maximum energy use	At least 5000 or less	
	TEC (Energy Star)	At least 6475W/h	

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
B) Emission and design for recycling	TVOC emission	Less than 20 mg/h	
	Dust emission	Less than 4 mg/h	

	Noise (Sound power) Operating	At least 72.dB (mainframe) and at least 75dB (full) or less	
	Noise (Sound power) standby	At least 49dB or less	

## 5. MINIMUM SECURITY SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) Authentication	Window Authentication	Standard	
	LDAP Authentication	Standard	
	Basic Authentication	Standard	
	User code Authentication	Standard	
	Integration Server Authentication	Standard	
	SMTP Authentication (emails)	Standard	
	POP before SMTP (emails)	Standard	
B) NIB Access Control	IP range restriction	Standard	
	IP port restriction	Standard	
	Protocol restriction	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
C) Encryption	SSL (IPP/WEB/SDM)	Standard	
	IPsec	Standard	
	S/MIME (email)	Standard	
	SNMPv3 (SDM)	Standard	

	HDD encryption	Standard	
	Address book encryption	Standard	
	PDF Password encryption	Standard	
	Authentication password encryption	Standard	
	WPA2 (Wireless LAN)	Standard	
D) Others	Data overwrite Security	Standard	
	Locked print	Standard	
	Protect Stored documents	Standard	
	MFP Menu protect	Standard	
	Unauthorised copy control (print)	Standard	

## 6. MINIMUM FAX FUNCTION SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Circuit	PSTN, PABX	
	Compatibility	ITU – T G3	
	Number of lines	At least 1 line	
	Resolution	Standard, Detail and Fine up to (1200 x 1200 dpi)	
		Super fine up to 400x400 dpi)	
	Compression method	At least, MH, MR, MMR, JBIG	
	Scanning speed	At least 0.8 second per page or less	

	Modem speed	At least 33.6 Kbps or less	
	Transmission speed	At least – 2 seconds	
	LDAP support	Standard	
	SAF memory	At least 4/ 28 MB (std/max)	
	Memory backup	At least 1 hour or more	
	Speed dial	At least 1500 and more	
	Group dial	At least 100 created contacts	
B) Fax features			
	Book fax	Standard	
	Fax forwarding	Standard	
	LAN fax	Standard	
	IP fax	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
	IP fax (ITU-T T.38)	Standard	
	Internet fax	Standard	

**COPIER 3: 9 X COLOUR COPIER MACHINE – LOCATION – 2X Mobile Offices, Records, Licensing, Library, Stores Office, Hlogotlou , Motetema, Rossenekaal Satellite Offices**

**1. MINIMUM COPIER SPECIFICATIONS:**

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Print speed	Between 30ppm and 60ppm	
	Operating panel	Colour touch screen	
	Multi copy	Up to 9999	
	Enlargement	At least 5x (115, 122,141,200,400%)	
	Reduction	At least 7x (93, 82, 75, 71, 65, 50, 25%)	
	Zoom	At least 25% - 400% (1% steps)	
	Auto Magnification Selection	Standard	
	Auto paper selection	Standard	
	Auto tray switch	Standard	
	Original mode	Text, Text/Photo, Pale, Generation, Map, Highlight Pen, Inkjet	
	Input paper capacity	1) 1st tray (std) 1,100 sheets x 2 (Tandem Tray)	
		2) 2nd tray (std) 550 sheets	
		3) 3rd tray (std) 550 sheets	
		4) 4th tray 1,100 sheets	
		5) 5th tray 1,100 sheets	
		6) 6th tray 2,800 sheets	
	Output paper capacity	3000 +	



		Stapling up to at least 100 pages	
B) Sorting	Electronic sort	Standard	
	Rotate sort	Standard	
	Stack	Standard	
C) Document Creation	Book to simplex	Standard	
	Duplex to simplex	Standard	
	Combine (x in 1)	Standard	
	Magazine mode	Standard	
	Chaptering	Standard	
	Cover-sheet insertion	Standard	
	Paper designate	Standard	
	OHP Slip sheet	Standard	
	Double copy	Standard	
	Sample Copy	Standard	
	Font: PLC	At least 45 fonts, 13 International fonts	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
D) Programming	User program	Standard	
	User codes	Standard	
	Job preset	Standard	
	Job interrupt	Standard	
	Special paper display	Standard	
	2x language panel switch	Standard	

E) Image Editing	Centre/Border Erase	Standard	
	Margin Adjustment	Standard	
	Centring	Standard	
	Image repeat	Standard	
	Colour conversion	Standard	
	Colour erase	Standard	
	Colour background	Standard	
F) Stamp and finishing	Page numbering	Standard	
	Date	Standard	
	Background numbering	Standard	
	User stamp	Standard	
	Pre-set stamp	Standard	
	Punch and stapling	Standard	

## 2. MINIMUM PRINTER SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Memory	At least 2GB	
	Harddisk	At least 500GB	
	Printer languages	PCL5e/6, PDF, Adobe Reader	
	Interface	1000Base-T, USB 2.0 type A/B, SD slot.	
	MS Windows driver support	Windows 7/8/Server 2003(R2)/Server 2008(R2)/Server 2012	

	WSD support	Standard	
B) Printer features			
	PDF direct print	Standard	
	Sample print	Standard	
	Locked print	Standard	
	Hold print	Standard	
	Store print	Standard	
	Print from USB/SD	Standard	
C) Other			
	DDNS compatible	Standard	
	NDPS Gateway (Novel)	Standard	
	Bonjour (Macintosh OS X)	Standard	
	Unix filter (Unix/Linux)	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
	CUPS support (Unix/Linux)	Standard	
	Custom devise type	Standard	
	Devise option utility (Citrix)	Standard	
	HPT Support (IBM AS/400)	Standard	

### 3. MINIMUM SCANNER SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Optical resolution	At least 600dpi	
	Present resolution	Between 100 - 600 dpi	
	Scan speed	Up to 120ipm (A4, 200 dpi, B/W and Colour) simplex and duplex	
	Scan area	At least 297 x 4312mm (contact glass) A3 (ARDF)	
	Interface	1000Base-T, USB 2.0 type A, SD Slot.	
	WSD support	Standard	
	sRGB support	Standard	
	LDAP search	Standard	
	Preview before transmission	Standard	
	File format	Single/Multi page TIFF,	
		Single JPEG,	
		Single/ Multi page PDF,	
		High compression PDF.	
B) Features	Scan to email	Standard	
	Scan to URL	Standard	
	Scan to SMB	Standard	
	Scan to NCP	Standard	
	Scan to FTP	Standard	

	Scan to USB/SD	Standard	
	Network TWAIN	Standard	

#### 4. MINIMUM ENVIRONMENTAL SPECIFICATIONS

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) Energy Consumption	Operating mode	At least 1702W	
	Ready mode	Between 405 – 413W	
	Warm up time	360 seconds or less	
	Low power mode	At least 255W	
	Recovery time	At least 35 seconds	
	Off/Sleep mode	At least 1.2W	
	Recovery time	At least 319 seconds or less	
	Maximum energy use TEC (Energy Star)	At least 3200W or less At least 12317W/h	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
B) Emission and design for recycling	TVOC emission	At least 6.4 mg/h	
	Dust emission	At least 2.1 mg/h	
	Noise (Sound power) Operating	At least 73.1dB (mainframe) and at least 79.1dB (full) or less	
	Noise (Sound power) standby	At least 60.7 dB or less	

## 5. MINIMUM SECURITY SPECIFICATION

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) Authentication	Window Authentication	Standard	
	LDAP Authentication	Standard	
	Basic Authentication	Standard	
	User code Authentication	Standard	
	Integration Server Authentication	Standard	
	SMTP Authentication (emails)	Standard	
	POP before SMTP (emails)	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
B) NIB Access Control	IP range restriction	Standard	
	IP port restriction	Standard	
	Protocol restriction	Standard	
C) Encryption	SSL (IPP/WEB/SDM)	Standard	
	IPsec	Standard	
	S/MIME (email)	Standard	
	SNMPv3 (SDM)	Standard	
	HDD encryption	Standard	
	Address book encryption	Standard	

	PDF Password encryption	Standard	
	Authentication password encryption	Standard	
	WPA2 (Wireless LAN)	Standard	
D) Others			
	Data overwrite Security	Standard	
	Locked print	Standard	
	Protect Stored documents	Standard	
	MFP Menu protect	Standard	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
	Unauthorised copy control (print)	Standard	
	Copy data security unit (copy)	Standard	

**TERMS AND CONDITIONS OF THE TENDER:**

NO.	SUBJECT	RESPONSE
1.	Contract Period and related information:	
1.1	Contract over 36 months period at 0% Fixed rate which include Insurance cover for full contract value and period.	Indicate by <u>WRITING</u> Yes or No
1.2	Letter confirming registration as an authorised agent/reseller of the product supplied.	Indicate by <u>WRITING</u> Yes or No
2.	Service rates must include the following:	Indicate by <u>WRITING</u> Yes or No
2.1	Toner: Specify % toner coverage covered by maintenance agreement).  Cost per paper	Give the % _____  Give amount _____
2.2	Drum Warranty,	
2.3	Service,	
2.4	Spare Parts,	
2.5	Labour,	
2.6	Travelling Expenses,	
2.7	Customer Training,	
2.8	Transfer Belt,	
2.9	Image Unit,	
2.10	Image Drum,	
NO.	SUBJECT	RESPONSE
2.11	Feed Rollers,	
2.12	Fuser Unit,	



3.	State normal working Hours response time and after hours call out.	Indicate by writing the <u>TIME</u>
4.	Provide Contracts that will be signed, should the tender be awarded to your company referred to as Rental and Service Agreements, and proof of insurance cover for the full contract value and period.	Indicate by <u>WRITING</u> Yes or No
5.	Fully configured images of each unit must be provided with proposal, to confirm footprint of product, and on delivery and installation each machine must have a user manual.	Indicate by <u>WRITING</u> Yes or No
6.	Supplied copiers must have the following:	Indicate by <u>WRITING</u> Yes or No
6.1	<u>Automated Meter Readings required:</u> <ul style="list-style-type: none"> <li>• Status and Counter information from all devices for reporting, billing and toner request purposes.</li> </ul>	
6.2	<u>Automated Meter Readings required:</u> <ul style="list-style-type: none"> <li>• Status and Counter information from all devices for reporting, billing and toner request purposes.</li> </ul>	
6.3	<u>Print Management software for at least 130 users:</u> <ul style="list-style-type: none"> <li>• Document Output management applications that work seamlessly together to enable the Municipality you to be in control of your entire document output.</li> </ul>	
6.4	<u>Scan and Fax Manager:</u> <ul style="list-style-type: none"> <li>• Allow documents to be scanned from any Multi-Functional Device (MFD) then faxed, emailed or stored. The automating processes will contribute to reducing reliance on hard copies, and thereby improve productivity and reduces the risk of human error.</li> </ul>	
NO.	SUBJECT	RESPONSE
6.5	<u>Secure Print Manager:</u> <ul style="list-style-type: none"> <li>• That provide print jobs to be stored and be released or discarded only by the person who printed upon authenticating his/her credentials. Printed work should be retrievable from any networked device within the municipality.</li> </ul>	

6.6	<p><u>Authentication and Accounting Manager:</u></p> <ul style="list-style-type: none"> <li>• That provide integrated identification system that can restrict access to Multi-Functional Device (MFD) functions. It enables administrators to assign user access to different printing functions, folders and workflows to enhance information security.</li> </ul>	
6.7	<p><u>Report Generator:</u></p> <p>Provides you with information of what is being printed, by whom, how much they're printing and from which device. These reports will be used to identify deficiencies and improve efficiencies and contribute immensely to cost savings measures.</p>	
6.8	<p><u>Administration Manager:</u></p> <ul style="list-style-type: none"> <li>• That enables total control of all Multi-Functional Device (MFP) from a single interface which must allow the administrator to monitor and audit devices, batch configure them and install upgrades quickly and easily.</li> </ul>	
7.	Software licences must be included for the entire period of the contract.	Indicate by <u>WRITING</u> Yes or No
8.	The Municipality reserve the right to cancel the contract should the provided information be found to be false.	Indicate by <u>WRITING</u> Yes or No
9.	Provide at least three (03) letters of appointments from institution where similar work is being performed to enable reference check.	Indicate by <u>WRITING</u> Yes or No
10.	The Municipality reserve the right to do onsite visit to the premises of the winning bidder.	Indicate by <u>WRITING</u> Yes or No

## 6. BILL OF QUANTITY (PRICING SCHEDULE)

RENTAL COST PER MACHINE PER MONTH: (INCLUDE YEAR 1, 2, 3)

**NB: TOTAL NUMBER OF COPIER MACHINES SOURCED IS SEVENTEEN (17)**

No.	QUANTITY AND DESCRIPTION OF THE MACHINE	COST PER MONTH	QTY	TOTAL PRICE YEAR 1 (VAT INCLUDED)	TOTAL PRICE YEAR 2 (VAT INCLUDED)	TOTAL PRICE YEAR 3 (VAT INCLUDED)
A.	1 x COPIER MACHINE (Between 110ppm and 135ppm)	R	1			
B.	7 x COLOUR COPIER MACHINE (Between 52 and 90ppm)	R	7			
C.	9 x COLOUR COPIER MACHINE (Between 30ppm and 60ppm)	R	9			
D.	Black and white copy per page <b><i>(NB: not to be included in the totals of the rental of the copiers)</i></b>	R	1			
E.	Colour copy per page <b><i>(NB: not to be included in the totals of the rental of the copiers)</i></b>	R	1			
	<b>TOTAL RENTAL COST</b>					

**SUMMARY TOTALS**

**Total for Year 1**

**Total for Year 2**

**Total for Year 3**

**TOTAL BID PRICE**

## 7. CONTRACT TIMEFRAME

36 Months contract

## 8. EVALUATION METHODOLOGY AND CRITERIA

**RETURNABLE TENDER DOCUMENTS MUST BE COMPILED WITH CLEAR FILES DIVIDERS IN A NUMERICAL ORDER AS PER THE BELOW MINIMUM REQUIREMENTS**

### **Minimum Qualifying Requirements /Compulsory Returnable Documents:**

1. Fully Completed and Signed MBD Forms with a black ink (1; 4; 6.1; 8 & 9).
2. Attach CSD registration report (summary or detailed).
3. Valid copy Entity / Company registration certificate.
4. **Printers / Copiers re-seller Distribution Certificate**
5. Sign any alteration on the tender document (**NB: Not Initialed**).
6. Sign every page on the tender document (**NB: Not Initialed**).
7. Forms must be sign in a Black ink.
8. CIPC Abridged Certificate Annual returns (**NB applicable to entities that are in business for more than 12 months**).
9. **Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited by the Department of Labour (to be verified) OR Tender Letter.**
10. Company Profile (Detailing Experience and Reference contacts).
11. Proof of Municipal rates and taxes or services charges:
  - Of the company and all of its directors not in arrears for more than 90 days or
  - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
  - if leasing, a signed lease agreement by the lessor and the lessee and a declaration/letter indicating that the bidder and/or the director does not have municipal account and that the municipal services; rates and taxes are paid by the property owner, should be signed by the lessor and such declaration/letter must be attached / Municipal rates in the name of the lessor for both company and director(s).
12. Original certified copy of B-BBEE Certificate issued by a SANAS verification agency; original Sworn Affidavit from commissioner of oaths or Original / Certified copy of CIPC Sworn Affidavit.
13. Original Certified copies of ID's of the Director(s) (**Certification not older than 6 months before the closing date**).
14. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
  - All of the above requirements must be for the both entities.
  - Consolidated Valid B-BBEE Certificate issued by a SANAS Verification agency; **NB: No sworn affidavits will be considered.**

**NB: PLEASE NOTE THAT IT WILL BE COMPULSORY FOR THE APPOINTED SERVICE PROVIDER TO SUBMIT COIDA BEFORE APPOINTMENT LETTER CAN BE ISSUED IF THE TENDER LETTER IS SUBMITTED.**

**NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION,**

### Mandatory Compliance

1. Submission of a Bid Price indicating a detailed breakdown and a total for staff, levels and hourly rates;
2. Submission of a Project Proposal responding to the Technical Evaluation Criteria
3. The 1st phase will be the evaluation of bids on functionality and during this stage bids that do not meet the minimum threshold for functionality will be disqualified and will not be considered for the second phase of evaluation, i.e.
4. Commercial evaluation based on price and preference points. The 2nd phase evaluation will be on price points (80 points) and preference points (20)
  - Price = 80 points
  - Preference = 20 points

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
<b>Non-compliant contributor</b>	<b>0</b>	<b>0</b>

### Phase 1: Functionality Evaluation

1. One service providers will be appointed for this assignment;
2. Service providers must meet the minimum threshold. Failure to meet the threshold in any of the deliverables will result in disqualification and the service provider not being considered for phase 2 evaluation.

**TECHNICAL EVALUATION WILL BE ALLOCATED 100 POINTS. MINIMUM QUALIFYING IS 70 POINTS (70%).**

BIDDER EVALUATION CRITERIA FOR FUNCTIONALITY	EVALUATION CRITERIA	MAXIMUM POINTS ALLOCATIONS
<b>CAPACITY OF KEY PERSONNEL:</b> Information Communication Technology (ICT) Qualification and competency of key personnel  <b>Attach C.V &amp; certified copies of qualifications</b>	Degree / B-Tech in ICT ( <b>University Qualification</b> )  = 20 points	20
	National Diploma: ICT ( <b>University of Technologies Qualification</b> )  =15 points	
	N6 Diploma in ICT ( <b>FET Qualification</b> )  = 10 points	

<b>COMPANY EXPERIENCE:</b> Company experience in Leasing of Printing Copier machines  <b>NB: Submit Appointment Letter(s) and Stamped reference Letter(s) - (To be verified)</b>	<ul style="list-style-type: none"> <li>Value above R6,000,000.00 =50 points per letter</li> </ul>	<b>50</b>
	<ul style="list-style-type: none"> <li>Value above R1,000,000.00 to R6000,000.00 =25 points per letter</li> </ul>	
	<ul style="list-style-type: none"> <li>Value between R500,000.00 To R1,000,000.00 = 10 Points per letter</li> </ul>	
<b>BANKING RATINGS LETTER</b>	<ul style="list-style-type: none"> <li>A – C = 30 points</li> <li>D = 10 points</li> </ul>	<b>30</b>
<b>TOTAL POINTS</b>		<b>100</b>
<b>MINIMUM QUALIFYING SCORE 70 POINTS (70%)</b>		<b>70 POINTS</b>

### **CONCLUSION**

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification of the PSP.

The council reserves the right to accept either the whole or part of any Bid, or not to appoint at all. Faxes or e-mail is not acceptable. Bidders will be required to show compliance with the New Preferential Procurement Regulation of 2017

### **COMPULSORY MUNICIPAL BID DOCUMENTATION**

- |    |         |   |  |
|----|---------|---|--|
| a) | MBD 1   | : | Invitation to tender   |
| b) | MBD 4   | : | Declaration of interest  |
| c) | MBD 6.1 | : | Preference points in terms of Preferential Policy Regulations  |
| d) | MBD 8   | : | Declaration of bidder's past supply chain management practices |
| e) | MBD 9   | : | Certificate of Independent Bid Determination                   |

INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOALEDI LOCAL MUNICIPALITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

**02 GROBLER AVENUE**

**GROBLERSDAL**

**0470**

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
---	--	--	--

TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
--	--

DEPARTMENT	<b>BUDGET AND TREASURY</b>	DEPARTMENT	<b>CORPORATE SERVICES</b>
CONTACT PERSON	<b>M. MTHIMUNYE</b>	CONTACT PERSON	<b>T. MASHABA</b>
TELEPHONE NUMBER	<b>013 262 3056</b>	TELEPHONE NUMBER	<b>013 262 3056</b>
FACSIMILE NUMBER	<b>013 262 2547</b>	FACSIMILE NUMBER	<b>013 262 2547</b>
E-MAIL ADDRESS	<a href="mailto:mmthimunye@emlm.gov.za">mmthimunye@emlm.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:tmashaba@emlm.gov.za">tmashaba@emlm.gov.za</a>



**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1. Full Name of bidder or his or her representative: \_\_\_\_\_
- 3.2. Identity Number: \_\_\_\_\_
- 3.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_
- 3.4. Company Registration Number: \_\_\_\_\_
- 3.5. Tax Reference Number: \_\_\_\_\_
- 3.6. VAT Registration Number: \_\_\_\_\_

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? .....

<b>YES</b>	<b>NO</b>

3.8.1. If yes, furnish particulars.  
 .....

MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months? ...

<b>YES</b>	<b>NO</b>

3.9.1. If yes, furnish particulars.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

.....

<b>YES</b>	<b>NO</b>

3.10.1. If yes, furnish particulars.....

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?.....

<b>YES</b>	<b>NO</b>

3.11.1. If yes, furnish particulars.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?.....

<b>YES</b>	<b>NO</b>

3.12.1. If yes, furnish particulars.....

3.13. Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? .....

<b>YES</b>	<b>NO</b>

3.13.1. If yes, furnish particulars.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? .....

<b>YES</b>	<b>NO</b>

3.14.1. If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder /Company**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on

black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (b) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (c) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (d) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (e) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (f) **“prices”** includes all applicable taxes less all unconditional discounts;
- (g) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (h) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

1.

- (i) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20** or **90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. **BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor:.....=.....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

.....

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
  
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
  
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a) abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - b) been convicted for fraud or corruption during the past five years;
  - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
  
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury’s website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>



4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME): \_\_\_\_\_

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder / Company**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> **Includes price quotations, advertised competitive bids, limited bids and proposals.**

<sup>2</sup> **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder / Company)

1. I have read and I understand the contents of this Certificate;
  2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
  3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
  4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
  5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
    - (a) has been requested to submit a bid in response to this bid invitation;
    - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
-

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder / Company

**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za / legislation:](http://www.treasury.gov.za/legislation)