



ELIAS MOTSOALEDI LOCAL MUNICIPALITY

EMLM 13/2024

SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES

CLOSING DATE:	08 DECEMBER 2023	TIME	11H00
NAME OF TENDERER / BIDDER			
TOTAL BID PRICE			
CENTRAL SUPPLIER DATABASE NUMBER	MAAA-		
TOTAL SPECIFIC GOAL POINTS			
CONTACT PERSON			
TELEPHONE NUMBER			
FAX NUMBER			
EMAIL ADDRESS			

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
MANAGER: SUPPLY CHAIN MANAGEMENT		MANAGER ICT	
V.MASILELA		K. MASHIPA	
TEL. NUMBER	TEL.013 262 3056	TEL. NUMBER	013 262 3056
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
ELIAS MOTSOALEDI LOCAL MUNICIPALITY			
P.O. BOX 48, GROBLERSDAL, 0470		TEL. NUMBER	013 262 3056

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER	EMLM 13/2024					
TENDER TITLE	SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES					
CLOSING DATE	08 DECEMBER 2023		CLOSING TIME		11H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPULSORY	NO
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	N/A		LEVEL AND CATEGORY		N/A	
TENDER DOCUMENT FEE	R1000.00(if collecting from the Municipality) Free when uploading from e-tender portal		PREFERENCE POINT SYSTEM		80/20	
BID BOX SITUATED AT	MAIN OFFICES, 2 ND GROBLER AVENUE, Elias Motsoaledi Local Municipality.					
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.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting a bid (open tender)
2. Tenders that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed tenders will not be accepted.
4. No late bids after the closing date and time will be accepted.
5. Bids not marked and unamend will not be accepted.
6. Bids may only be submitted on the bid documentation provided by the municipality.
7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - 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.
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

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 13/2024
CLOSING DATE: 08 DECEMBER 2023



In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES.**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2nd 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 cash payable to the Elias Motsoaledi Local Municipality.

The closing time for receipt of tenders is. 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 inquiries relating to the tender document may be directed to the **ICT Manager (Ms. K. Mashipa)** at 013 262 3056 or at kmashipa@emlm.gov.za for technical assistance.

Fully completed tender documents, clearly marked "**SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box No: 1** on the **2nd Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 08 December 2023 at 11H00**. The envelope must be endorsed with the number, title, and closing date as indicated above.

Bidders will be evaluated on functionality whereby **70 points (70%)** must 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 specific goals.

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 SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES

1. Introduction

Elias Motsoaledi Local Municipality requests a proposal from experienced service providers for the supply and delivery of photocopier/printing machines.

2. Quality control and Quality Assurance

The prospective service provider must show his/ her capabilities for offering to render the service. The project team must clearly indicate the 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 the Health and Safety of persons 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 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 – (the procedure to request toners; waiting period for the toners; response time after a call was logged; and details of the contact person)



TENDER FOR THE **SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES**

SPECIFICATIONS

1. Scope of Work

At no cost to the Municipality, the photocopiers must be delivered and installed within the agreed period after being awarded the contract. The service provider will be responsible for the removal of all packing material.

The copy machines shall be new, in current production, and part of the manufacturer's most current product line, with no used, refurbished, reprocessed, or recovered parts.

The service provider must:

- perform a complete installation and verify satisfactory operation of all equipment.
- perform all standard installation.
- provide drivers and software needed for the municipal IT staff to load to the network.
- demonstrate a successful copy/print/scan/fax from the equipment.
- must provide printing management software.

The service provider shall provide training and demonstrations, at no cost, in conjunction with initial installation. An operator's manual shall be provided with each copy machine.

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	Color touch screen	
	Duplex	Single pass duplex -220 images/minute	
	Multicopy	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 designates	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	
	Centering	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	
	Hard disk	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.	
	Maximum Pages	Between 500 to 1000 pages	
SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
	WSD support	Standard	
	sRGB support	Standard	
	LDAP search	Standard	
	Preview transmission before	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	
	Unauthorized copy control (print)	Standard	
	Copy data security unit (copy)	Standard	

COPIERS 2: 14 X COLOUR COPIER MACHINE – LOCATION – Budget & Treasury Department, Community Services Department, Infrastructure Department, Planning Department, Executive Support Department, Corporate Services Department, Municipal Manager Department, 1X Mobile Office, Licensing, Library, Supply Chain Office, Satellite Offices: Hlogotlou, Motetema, Rossenekaal

1. MINIMUM COPIER SPECIFICATIONS:

SUBJECT	FUNCTION	MINIMUM REQUIREMENT	WHAT MY COMPANY OFFERS
A) General	Print speed	Between 52ppm and 90ppm	
	Operating panel	Color touch screen	
	Multicopy	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	
	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	
	Centering	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 and more	
	Hard disk	At least 500GB	
	Printer languages	PCL5e/6, PDF, Adobe Reader	
	Interface	1000Base-T, USB 3.0/ USB 2.0 type A/B, SD slot.	
	MS Windows driver support	Windows 10/11/Server 2016(R2)/Server 2022	
	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 3.0/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 Folder	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	Between 1702W and 2500W	
	Ready mode	Between 400 – 500W	
	Warm up time	360 seconds or less	
	Low power mode	At least 255W	
	Recovery time	At least 35 seconds	
	Off/Sleep mode	At least 2W	
	Recovery time	At least 30 seconds or less	
	Maximum energy use	At least 5000W or less	
	TEC (Energy Star)	At least 12317W/h or less	

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
	Unauthorized 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	Letter confirming registration as an authorized 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,	
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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"> □ Status and Counter information from all devices for reporting, billing and toner request purposes. 	
6.2	<u>Automated Meter Readings required:</u> <ul style="list-style-type: none"> □ Status and Counter information from all devices for reporting, billing and toner request purposes. 	
6.3	<u>Print Management software for at least 130 users:</u> <ul style="list-style-type: none"> □ Document Output management applications that work seamlessly together to enable the Municipality you to be in control of your entire document output. 	
6.4	<u>Scan and Fax Manager:</u> <ul style="list-style-type: none"> □ 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. 	

NO.	SUBJECT	RESPONSE
6.5	<u>Secure Print Manager:</u> <p>▣ 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.</p>	
6.6	<u>Authentication and Accounting Manager:</u> <p>▣ 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.</p>	
6.7	<u>Report Generator:</u> <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	<u>Administration Manager:</u> <p>▣ 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.</p>	
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)

No.	QUANTITY AND DESCRIPTION OF THE MACHINE	UNIT PRICE	QTY	TOTAL PRICE
A.	1 x COPIER MACHINE (Between 110ppm and 135ppm)	R	1	
B.	14 x COLOUR COPIER MACHINE (Between 52ppm and 90ppm)	R	14	
	SUB-TOTAL PRICE			
	VAT@15%			
	TOTAL PRICE			

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 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 / Copier 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. Company Profile **(Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number)**.
10. 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 Municipal rates and taxes in the name of the lessor for both company and director(s) not in arrears for more than 90 days (3 months).
11. Original Certified copies of ID's of the Director(s) **(Certification not older than 6 months before the closing date)**.
12. **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.

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

PRICE AND PREFERENTIAL POINTS ALLOCATIONS

For quotes with a Rand value up to R50 000 000, the preference point system of 80/20 will apply, where 80 points will be for **(Price)** and 20 points will be for **Specific Goals** (Black, Women, Disability & people living in rural underdeveloped areas) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000)

Price	=	80 Points
Specific Goals	=	20 Points
		100
Total	=	Points

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
▪ 51% Black owned Company	10	
▪ Company which 51% is owned by people living in rural underdeveloped areas	10	
TOTAL POINTS	20	

Phase 1: Functionality Evaluation

1. One service provider 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
COMPANY EXPERIENCE: Company experience in Supply and delivery of Printing Copier machines NB: Submit Appointment Letter(s) / Purchase Order and Stamped reference Letter(s)	☐ Value above R2,000,000.00 =50 points per letter	50
	☐ Value above R1,000,000.00 to R2 000,000.00 =25 points per letter	
	☐ Value above R500,000.00 To R1,000,000.00 = 10 Points per letter	
TURNAROUND TIME	Delivery within 30 Days = 20 Delivery within 45 Day = 15 Delivery within 60 Days = 10 Delivery within 90 Days = 05 (Delivery Note signed or stamped by client must be attached) (Purchase Order or Appointment letter must be attached and correspond with the delivery note) NB: The date of the Purchased Order or Appointment Letter and the date of the Delivery Note will be used to allocate points.	20

	NB: Failure to comply with the above no points will be allocated			
BANKING RATINGS LETTER	<div></div> <div></div>	A – C = 30 points		30
		D = 10 points		
TOTAL POINTS				100
MINIMUM QUALIFYING SCORE 70 POINTS (70%)				70 POINTS

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 either accept the whole or part of any Bid, or not to appoint at all. **Faxes or e-mail are not acceptable.**

Bidders will be required to show compliance with the New Preferential Procurement Policy Framework Act of 2022.

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

PART A INVITATION TO BID

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

BID NUMBER:	EMLM 13/2024	CLOSING DATE:	08 DECEMBER 2023	CLOSING TIME:	11H00
-------------	---------------------	---------------	-------------------------	---------------	--------------

DESCRIPTION	SUPPLY AND DELIVERY OF PHOTOCOPIER/PRINTING MACHINES
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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 <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <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

SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	BUDGET AND TREASURY	DEPARTMENT	CORPORATE SERVICES
CONTACT PERSON	V.MASILELA	CONTACT PERSON	K.MASHIPA
TELEPHONE NUMBER	013 262 3056	TELEPHONE NUMBER	013 262 3056
FACSIMILE NUMBER	013 262 2547	FACSIMILE NUMBER	013 262 2547
E-MAIL ADDRESS	vmasilela@emlm.gov.za	E-MAIL ADDRESS	kmashipa@emlm.gov.za

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/>	<input type="checkbox"/>	YES
NO	<input type="checkbox"/>	<input type="checkbox"/>	
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/>	<input type="checkbox"/>	YES
NO	<input type="checkbox"/>	<input type="checkbox"/>	
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/>	<input type="checkbox"/>	YES
NO	<input type="checkbox"/>	<input type="checkbox"/>	
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
<p>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.</p>			

**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 authorized 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, shareholder²): _____

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?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

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? ...

YES	NO

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?

.....

YES	NO

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?.....

YES	NO

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?.....

YES	NO

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?

YES	NO

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

Full Name	Identity Number	State Employee Number

Signature

Date

.....
Name of Bidder /Company

.....
Capacity

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
▪ 51% Black owned Company	10	
▪ Company which 51% is owned by people living in rural underdeveloped areas	10	
TOTAL POINTS	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

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>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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 bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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 consortium³ 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.

³ 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):