

**LOCAL MUNICIPALITY –
259 KINGSWAY ROAD**

Postal Address: P O Box 71
Bergville 3350

Date: 13 March 2023



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**UMKHANDLU WENDAWO
BERGVILLE 3350**

Telephone: 036 448 8056
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Bidder Details:

ADDENDUM: CONTRACT NO: 8/1/1/4/2 – COR 02/2023 LEASE OF PHOTOCOPYING MACHINES AND EQUIPMENTS FOR THE PERIOD OF THREE YEARS.

This addendum forms part of the original bid document and all requirements.

Please find amended/ additional specification and/ pricing schedule and functionality for the above bid document.

The Bidder must acknowledge receipt of the addendum by returning the signed copy with the bid document.

We trust that you will find the above in order. Please do not hesitate to contact the undersigned should you have any further enquiries.

Name: _____

Signature: _____

Date: _____

Company Stamp:

Kindly find the attached amendments regarding the pricing schedule.

We trust that you will find the above in order. Please do not hesitate to contact the undersigned should you have any further enquiries.

Yours faithfully
Thulile Maphalala





OKHAHLAMBA LOCAL MUNICIPALITY

CORPORATE DEPARTMENT

CONTRACT NO: 8/1/1/4/2 – COR 02/2023

LEASE OF PHOTOCOPYING MACHINES AND EQUIPMENTS

OKHAHLAMBA LOCAL MUNICIPALITY

CORPORATE DEPARTMENT

CONTRACT NO: 8/1/1/4/2 – COR 02/2023

**LEASE OF PHOTOCOPYING MACHINES AND
EQUIPMENTS FOR THE PERIOD OF THREE
YEARS**

SPECIFICATION/ PRICING SCHEDULE

Provide Information	Comply Y/N
Security Options available on proposed Equipment.	
Proactive / Predictive service and support.	
Automated service calls and meter readings.	
Monthly reporting to be provided to internal stake holders, with quarterly project feedback reviews.	
Automated Firmware updates to ensure devices are always operational with latest versions of Firmware.	
Device Panel customisation per user, allowed applications only to be shown.	
Back up toners to be provided by supplier and to be managed by onsite technician.	
Supplier to provide insurance on all devices and not Okhahlamba Local Municipality	
Okhahlamba local Municipality requires an onsite technician.	

Item 1	10 x Office A4 Colour MFP		
Make & Model			
	Minimum Requirements	Comply Y/N	Comment
Print Speed Minimum	28 ppm		
Paper Size	Up to A4		
Functions	Full Colour - Print, Scan, Copy and Fax		
Paper Input	1 x 500 sheet Trays		
Panel / Display	8 Inch Pivoting Panel		
Ease of Use	Customised features by user according to user restrictions		
RAM	2 GB		
HDD	16 GB encrypted		
Print Resolution	600 x 600		

Network Interface	1 Gigabit Ethernet 10/100/1000T network		
Printer Language	PCL5e, PCL6, Postscript 3, PDF Direct		
Mobile Print	Enabled		
Near Field Communication	Enabled		
Scan Modes	e-mail, Folder, USB,		
Resolution	600 dpi		
Scan Modes	e-mail, Folder, USB		
Device management Software	Predictive / Proactive Maintenance and automated Meter billing		
Firmware Updates	Automated firmware updates to ensure devices are always operational with latest firmware versions.		
Rental Cost per device 36 Month 0% Esc, Incl VAT	R		
Cost per Print Mono Incl VAT	R		
Cost per Print Colour Incl VAT	R		

[illegible]

Mobile Print	Enabled			
Near Field Communication	Enabled			
Scan Modes	e-mail, Folder, USB			
Resolution	600 dpi			
Scan Modes	e-mail, Folder, USB			
Device management Software	Predictive / Proactive Maintenance and automated Meter billing			
Firmware Updates	Automated firmware updates to ensure devices are always operational with latest firmware versions.			
Rental Cost per device 36 Month 0% Esc, Incl VAT	R			
Cost per Print Mono Incl VAT	R			
Cost per Print Colour Incl VAT	R			

Item 3		3 x Office A3 Colour MFP		
Make & Model				
		Minimum Requirements	Comply Y/N	Comment
Print Speed Minimum		40 ppm		
Paper Size		Up to A3		
Functions		Full Colour - Print, Scan, Copy and Fax		
Paper Input		4 x 550 sheet Trays		
Finisher		50 Page Staple Finisher		
Panel / Display		8 Inch Pivoting Panel		
Ease of Use		Customised features by user according to user restrictions		
RAM		7 GB		
HDD		640 GB encrypted		
Print Resolution		1200 x 1200		
Network Interface		1 Gigabit Ethernet 10/100/1000T network		
Printer Language		PCL5e, PCL6, Postscript 3, PDF Direct		

Mobile Print	Enabled			
Near Field Communication	Enabled			
Scan Modes	e-mail, Folder, USB			
Resolution	600 dpi			
Scan Modes	e-mail, Folder, USB			
Device management Software	Predictive / Proactive Maintenance and automated Meter billing			
Firmware Updates	Automated firmware updates to ensure devices are always operational with latest firmware versions.			
Rental Cost per device 36 Month 0% Esc, Incl VAT	R			
Cost per Print Mono Incl VAT	R			
Cost per Print Colour Incl VAT	R			

Near Field Communication	Enabled			
Scan Modes	e-mail, Folder, USB			
Resolution	600 dpi			
Scan Modes	e-mail, Folder, USB			
Device management Software	Predictive / Proactive Maintenance and automated Meter billing			
Firmware Updates	Automated firmware updates to ensure devices are always operational with latest firmware versions.			
Rental Cost per device 36 Month 0% Esc, Incl VAT	R			
Cost per Print Mono Incl VAT	R			
Cost per Print Colour Incl VAT	R			

**NB: PLEASE
INCLUDE PRICE
ESCALATION
FOR YEAR 2
AND YEAR 3**

OKHAHLAMBA LOCAL MUNICIPALITY

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FUNCTIONALITY

Minimum of 60 points is required for functionality

NO	ELEMENT	1	2	3	4	WEIGHT	SCORE
FUNCTIONALITY						100	
1	Written proof of reference for work done on previous or current clients of a maximum of four (4)	0	10	15	20	20	
2	Proof of at least 4 Certified technicians, CVS, and their certified copies of qualifications	0	0	0	20	20	
3	Project Consultants experience 0-10 Years				15	15	
4	An office based within the uThukela District municipality region. Proof accepted: Municipal bill in the supplier's name or lease agreement no older than 3 months				15	15	
5	A certified dealer declaration stating the hardware and software the suppliers sell can be maintained and supported for the duration of the contract.				10	10	
6	Methodology				10	10	
7	In-house local Technician				10	10	