



Sarah Baartman

DISTRICT MUNICIPALITY

Province of the Eastern Cape

progress through development

INVITATION TO BID

BID NO. 58/2024: MAINTENANCE SUPPORT SERVICES OF SIX EXISTING MULTIFUNCTIONAL COLOUR PRINTERS FOR A PERIOD OF THREE YEARS

Sarah Baartman District Municipality invites bids for the maintenance support services of six existing multifunctional colour printers for a period of three years.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE: Sarah Baartman District Municipality Supply Chain Management policy will apply. A certificate must be submitted as proof that the bidder is an authorized distributor for the Multifunctional Printers. Fully completed MBD forms 4, 6.1, 8 and 9 and Company registration document that reflects Directors/ owners of the company. A 3-months statement of municipal accounts, affidavit, confirmation letter with declaration that a company does not owe municipal services for more than 90 days are compulsory submissions. Evaluation criteria is 80/20 preference points system, where 80 points will be used for price 10 points will be allocated for locality, another 10 points will be allocated for B-BBEE status level of contribution. Prospective bidders must be registered on the Central Supplier Database (CSD). Failure to comply shall render the bid null and void.

The original document collected from the Municipality must be submitted or, if documents are printed from the websites, the original, printed document must be submitted. Bids must only be submitted on the bid documentation provided by the municipality. Late, incomplete, facsimiled or emailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right not to accept part of or the full bid. Bid documents with the necessary specifications will be available for free download on the e-tender portal (<https://etenders.treasury.gov.za>) or the Municipal website (<https://www.cacadudevelopment.co.za/sbdm-tenders/>). Hard copies can be obtained from the Municipal Offices (SCM Offices) for a fee of **R210.00** to cover printing costs. **Supply Chain Management Unit, 4th Floor, 32 Govan Mbeki Avenue, Gqeberha, Tel. (041) 508 7007.**

Bidders that do not obtain a minimum score of **70%** on functionality criteria will be excluded from further evaluation. Functionality will be assessed as follows:

CRITERIA	MAXIMUM POSSIBLE
Experience of company in Installing and maintaining of Printers	40
Experience and qualifications of technical team	20
Support and turn-around time	40
TOTAL	100

Bids in a sealed envelope clearly marked **"BID NO. 58/2024: MAINTENANCE SUPPORT SERVICES OF SIX EXISTING MULTIFUNCTIONAL COLOUR PRINTERS FOR A PERIOD OF THREE YEARS"** must be placed in the **Bid Box on the 4th Floor, 32 Govan Mbeki Avenue, Gqeberha, before 12h00 noon on Monday, 7 July 2025.** Thereafter bids will be opened in public in the Committee Room 1, 6th Floor, 32 Govan Mbeki Avenue, Gqeberha.

NOTICE 90 OF 2024 DATED 05 JUNE 2025

Ms U DANIELS: MUNICIPAL MANAGER

Sarah Baartman District Municipality, P O Box 318, Gqeberha, 6000.