



## MERAFONG CITY LOCAL MUNICIPALITY

03 HALITE, CARLETONVILLE, 2499 - TEL (018) 788 9500

For Bid Document Enquiry: B Tsotso 018 788 9692

E-Mail: [btsotso@merafong.gov.za](mailto:btsotso@merafong.gov.za)

### BID NOTICE

BID NO.	DESCRIPTION	FUNCTIONALITY	DOCUMENT AVAILABILITY	CLOSING DATE	ENQUIRIES
CSS(ICT) 02/07/2526	Appointment of a service provider for the leasing of photocopiers for a period of three (3) years with a maintenance agreement for the Merafong City Local Municipality.	Minimum of 70/100 to proceed to next evaluation stage	22 July 2025	26/08/2025 @ 10H00 @ SCM Unit	Mr. L Selemela 079 129 6975

Bids are hereby invited based on the above-mentioned information

**Bid documents will be available for the non-refundable fee of R 1 322.62 vat inclusive (proof of payment must be attached with the returnable document) on weekdays from 07:30 until 15:30, at Merafong Local Municipality at SCM offices situated on the corner of 3 Halite and Gold Street, Carltonville, 2499**

NB: Bid documents will also be made available electronically on etenders portal and can also be emailed on request upon receiving the EFT proof of payment.

**Merafong City LM Banking Details- Nedbank Current Account No: 1454087331**

Bids are to be completed in accordance with the conditions contained in the bid documents and must be placed in a sealed envelope and externally endorsed:

**CSS(ICT) 02/07/2526 appointment of a service provider for the leasing of photocopiers for a period of three (3) years with a maintenance agreement.**

Bids must be deposited in Bid Box 1, situated at the Revenue Section, Cnr Halite and Gold Street, Carletonville and is open between 07h30 and 16h00. Bids will be opened immediately thereafter, in public.

#### **BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

1. Companies must be registered on the CSD database and suppliers must submit CSD report not older than 3 months, link: [www.csd.gov.za](http://www.csd.gov.za)
2. Attach municipal account for rates and taxes of both company and directors appearing in CK not owing for more than 90 days, if the municipal account is not on your names, please submit copy of Lease Agreement with proof of payment for 3 months from the Bank (No statements).

3. Certified copies of Identity Documents (ID's) for all shareholders/owner(s)/partners registered on the CK forms.
4. Copies of Company Registration documents (CK 1) must be submitted.
5. Bidders must attach a valid tax pin certificate.
6. **NB: EVALUATION OF THE BID:** The evaluation of proposal will be conducted in two stages, compliance requirements and second stage will be assessment on functionality.
7. 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.
8. Attach receipt as proof of purchase of the bid document and ensure that the receipt is secured in the document.

**TERMS AND CONDITIONS:**

- Failure to comply with these conditions will result in immediate disqualification of your bid.
- The Merafong Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid or to withdraw.
- Bids which are late, incomplete, unsigned, completed in pencil, use of correction pen/tippex, submitted by facsimile or electronically, will not be accepted.
- Bids submitted are to hold good for a period of 90 working days.
- Bids must only be submitted on the documentation provided by the Merafong Local Municipality; (original bid documents)

**D.D. Mabuza**  
**Municipal Manager**  
**Merafong City Local Municipality**