



Municipality Siyancuma Munisipaliteit

13 Charl Cilliers Street
Civic Centre
P.O BOX 27

DOUGLAS – 8730
Tel. 053 298 1810/0624882340
Fax. 053 298 3141
E-MAIL: SCM.Siyancuma@gmail.com

2 Moffat Street
Municipal Offices

GRIEKWASTAD – 8365
Tel. 053 343 0019
Fax. 053 343 0333

Groenstraat
Municipal Offices

CAMPBELL - 8360
Tel. 053 297 9043
Fax. 053 297 9043

CPA Building
Schmidsdrift

SCHMIDSDRIFT - 8300
Cell. 078 120 7334

website: ww.siyancuma.gov.za

ERRATUM

SIYA-COR02/2025/26 - SUPPLY, INSTALLATION AND MAINTENANCE OF PRINTING MACHINES FOR A PERIOD OF THREE (3) YEARS

Bids are hereby invited for security services to Siyancuma Local Municipality.

Bid No.	Bid Description	Availability of documents	Contract Period	Closing date and time	Points System
SIYA-COR02/2025/26	Supply, Installation and Maintenance of Printing Machines	20 March 2026	3 Years	30 April 2026 @ 12:00 pm	80/20

Evaluation

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy of Council based on functionality whereby tenderers must achieve a minimum score of 60 out of 80 points, the Revised Preferential Procurement Regulations of 2022 and the Siyancuma Local Municipality Supply Chain Management Policy, where 80 points will be allocated in respect of price and 20 points in respect of specific goals

Functionality Test

EVALUATION CRITERIA

The functionality component carries a maximum of 80 points, with a minimum threshold of 60 points required for further consideration; bids failing to meet this minimum will be eliminated.

SECTION A

[40 POINTS]

Company track record in relation to multifunction printers and print management software.

Bidders must demonstrate relevant experience by submitting appointment letters and corresponding reference letters as proof of completed projects.

- Purchase orders will not be considered for point allocation.

1 client, Reference letter and appointment letter for a project of less than 3 YEARS (1 point for each appointment letter and 1 point for a corresponding reference letter for each client)	2 points
OR	
2 clients, Reference letters and appointment letters for projects of less than 3 YEARS (2 points for each appointment letter and 2 points for a corresponding reference letter for each client)	4 points
OR	
3 clients, Reference letters and appointment letters for projects of 3 YEARS OR MORE (5 points for each appointment letter and 5 points for a corresponding reference letter for each client)	30 points
OR	
4 or more clients, Reference letters or appointment letters for projects of 3 YEARS OR MORE (5 points for each appointment letter and 5 points for a corresponding reference letter for each client)	40 points
<p>SECTION B [25 POINTS]</p> <p>Authorized Distributor or Reseller Status</p> <p>The bidder must be an authorized distributor or reseller of the proposed devices. Bidders are required to submit official authorization letters issued by the manufacturer or national distributor, confirming their authorized status for the specific products being proposed and also indicating a credit limit of not less than R30 000 000.00.</p> <p>Failure to provide such authorization letters will result in non-allocation of points.</p> <p>An authorization letter corresponding to the proposed devices will be awarded maximum points.</p>	
No letter	0 Points
OR	
Letter does not correspond to the proposed devices	5
OR	
Authorization letter/s corresponding to the proposed devices	25 Points

SECTION C**[15]**

Staff Certification and Experience (More than one CV may be attached if the bidder intends to use multiple technicians to support different brands and models.)

For each brand proposed in the bid, the bidder must assign a qualified and certified technician to provide support.

Staff skills and certification must be aligned with the functions and requirements of the proposed devices and software.

Bidders must attach a CV and certified copies of certification and ID document for the resource who will be assigned to this project.

Attached certification must relate directly to the proposed devices.

No CV attached	0 points
CV attached with no certification/irrelevant certification or uncertified copies of ID and certification	1 point
OR	
Technician has less than 3 years' experience in relation to the project	2 points
OR	
CV attached, ID is certified, the technician has 3 years or more experience on similar projects	8 Points
PLUS	
Technician has the relevant certification, attached and certified	7 Points

Price	80
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The following specific goals will apply:

Specific Goals	Points	Required Proof
Ownership (HDI)		
% Black Ownership	3	Certified declaration(valid B-BBEE certificate may also be used)/certified founding documents of the company which ownership is listed
% Women Ownership	5	Certified declaration(valid B-BBEE certificate may also be used)/certified founding documents of the company which ownership is listed/certified ID copy of the women
% Disability Ownership	2	Certified declaration/certified founding documents of the company which ownership is listed/certified declaration from your medical doctor certifying the degree of disability
Locality		
Within the boundaries of Siyancuma Local Municipality	6	Physical address of company/registration number of enterprise/registration number awarded and location of office of local authority where levies are paid
Within the boundaries of Northern Cape	4	Physical address of company/registration number of enterprise/registration number awarded and location of office of local authority where levies are paid
Points Allocated	/20	

Soft and hard copies of the bid documents can be requested starting Wednesday, 20 March 2026. Proof of electronic payment must be emailed to SCM.Siyancuma@gmail.com using the Tender Number in the subject line. A non-refundable deposit of **R350.00** (EFT or cash) is required.

Siyancuma Local Municipality's Banking Details:

Account Name: SIYANCUMA LOCAL MUNICIPALITY
Bank: Absa Bank
Account Number: 408 736 816 0
Branch Code: 630302
Ref: SIYA-COR02/2025/26_nameofbider

All sealed bids must be clearly marked with the Bid name and bid number and must be placed in the Tender Box at the offices of the Siyancuma Local Municipality, Charl Cilliers Street DOUGLAS 8730, on or before **12:00pm on the specified closing date** at which time submissions will be opened in public. Tender box will be accessible from Monday to Friday from 07h30am to 16h30 pm.

Please note that it is a prerequisite of the Municipality that all service providers are to be registered on the **National Treasury Central Supplier Database (CSD)** and include in their bids, the tax clearance certificate or tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status. Registration on CSD can be done at www.csd.gov.za or at your nearest Treasury and Siyancuma Municipal Offices.

Siyancuma Municipality is under no obligation to accept the lowest or any quote and reserves the right to accept the whole or part of quote and reserves the right to re-advertise if it so wishes to. No reasons for the acceptance or rejection of any quote will be given.

Where applicable, bids will be evaluated on local content and bidders are requested to complete the relevant section of the bid document accordingly.

NB: Suppliers are advised NOT to make copies or any alterations to the Tender documents, except to comply with instructions issued by the municipality.

Bidders should ensure that bids are delivered timeously to the correct address. Late, or bids received via email will not be accepted for consideration.

The bid box is open from 07:30 until 16:30, 5 days a week. Bids must be submitted on the Official Forms (NOT TO BE RE-TYPED).

This Bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other

This Bid will be evaluated and adjudicated according to the following criteria:

1. Relevant specifications.
2. Value for money.
3. Capacity to execute the contract
4. PPPFA Regulations 2022.

Special Conditions of Contract.

**MR. M VILAKAZI
MUNICIPAL MANAGER**