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Postal Address: P.O. Box 1 | Nqanqarhu | 5480

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ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Supply and Delivery of Diesel to Nqanqarhu	ELM-3/037/2022-2023	Wednesday, 03 May 2023	Mr M. Majikija Tel. 045 932 8223 E-mail: mpumelom@elundini.gov.za
Printing Solution for 36 Months	ELM-4/039/2022-2023	Wednesday, 03 May 2023	Ms A. Bantwini Tel. 045 932 8135 Email: athinib@elundini.gov.za
Supply and Delivery of Double cab with canopy	ELM-5/016/2022-2023	Wednesday, 19 April 2023	Ms B. Maghubela Tel. 048 932 8133 Email: bukelwam@elundini.gov.za
RE-ADVERTISEMENTS			
Supply and Delivery of Fibre Link and Network Points	ELM-4/014/2022-2023	Wednesday, 19 April 2023	Ms A. Bantwini Tel. 045 932 8135 E-mail: athinib@elundini.gov.za

1. To supply and delivery of Diesel to Nqanqarhu for a period of 3 years
2. To provide leasing, supply, installation and maintenance of nine (9) multifunctional printers and one (1) fax machine for a period of 3 years.
3. To supply and delivery of Law Enforcement double cab with canopy to Nqanqarhu
4. To supply and installation of Fibre Link and 54 network points on the new building for network connectivity for a period of two (2) weeks at Nqanqarhu municipal offices.

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:
Special conditions of all the bids

Contract no.	Quality Criteria	Evidence
ELM-3/037/2022-2023	1. Company Experience	5 reference letters for the supply and delivery of diesel
	2. Accreditation	Proof of registration with Department of Mineral and Energy
	3. Methodology	Lead time and turnaround time of 3 working days after receipt of purchase order
ELM-4/039/2022-2023	1. Accreditation	Company partnership certificate with Equipment Original Manufacturer
	2. Company Experience	5 appointment and reference letters of the same project
	3. Project Team	Accounts Manager with 5 years' experience in accounts management 2 X Technician trained on the machine and product Certified Certificate
	4. Methodology	Service plan with resource management, quarterly maintenance, servicing, incident management, turnaround time and availability of loan equipment and parts
ELM-5/016/2022-2023	Bidder fully compliant with specification	Illustrated brochure of vehicle offered

ELM-4/014/2022-2023	1.Accreditation	Company partnership certificate with Equipment Original Manufacturer for cabling
	2.Company Experience	5 appointment letters and reference letters of the same project
	3.Project Team	Personnel with at least one of the below certification: -Cabling certificate -Fibre certificate -Switching and Rootling Certificate

Bidders with non-compliant with the above special conditions will be disqualified and not be considered for further evaluation.

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

Contract number	Specific Goals	Proof of specific goal
ELM-3/037/2022-2023	- EME or QSE which is at least 51% Black owned by Black people = 10 Points -EME or QSE which is at least 51% owned by black people who are women = 10 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit - Company registration document and certified ID copy
ELM-4/039/2022-2023	-EME or QSE which is at least 51% Black owned by Black people = 20 Points	-Company registration document and valid certified B-BBEE certificate or original sworn affidavit
ELM-5/016/2022-2023	- EME or QSE which is at least 51% Black owned by Black people = 20 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit
ELM-4/014/2022-2023	-EME or QSE which is at least 51% Black owned by Black people = 20 Points	-Company registration document and valid certified B-BBEE certificate or original sworn affidavit

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from **Friday, 24 March 2023**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown test for responsiveness conditions, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za, National Treasury E-tender portal and will be also attached in the tender document. Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlobikazi@elundini.gov.za

A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

Tender submission and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon** on the above mentioned dates for this bids at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.


JACK MDANI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Wednesday, 03 May 2023.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or

- delivered.
- c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related in terms of Preferential Procurement Policy Framework Act, 2022.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:

- i) abused the Employer's Supply Chain Management System; or
- ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Policy Framework Act, 2022.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

Terms of Reference for Printing Solution for 36 Months

Project Description

Elundini Local Municipality seeks a qualified service provider to provide: Leasing, Supply, Installation and Maintenance of Nine (09) Multifunctional printers and One (1) FAX machine for a period of 36 Months.

Project Background

The municipality has many desktop printers almost each and every individual office own a printer. This is very stressful to ICT support staff as these printers are always dysfunctional. These printers only carry one-year warranty and some of them when they get faulty after one year they cannot be repaired. It is expensive to maintain these printers and their supplies are also expensive. Offices like supply chain and expenditure suffer a lot from using the desktop printers as they are slow in production.

2. SCOPE OF WORK

- The service provider must have the capacity and resources to supply, install, and maintain the following goods and services:
 - The printer environment must be able to report faults and alert service provider with regards to toner replenishment levels, meter readings and other crucial reports.
 - The service provider must provide print management software that generates reports on individual usage, User account management, Job queue management and also provide audit-trail reports.
 - Provide loaned printers when necessary.
 - Remote monitoring for supplies such as Toners
 - Transfer of skill
 - ✓ Provide technical training to Five (5) ICT Officials
 - ✓ Provide basic training to end-users
- The cost must include but not limited to:
 - ✓ Toner
 - ✓ Imaging units
 - ✓ Drum Kits
 - ✓ Fuser units
 - ✓ Staples
 - ✓ Spare parts
 - ✓ Any other consumable items

PRODUCT/SERVICE SPECIFICATION

8 X MEDIUM VOLUME MULTIFUNCTIONAL PRINTERS SPECIFICATION

- Standard network colour high-speed printing and scanning
- Up to 65/32 A4/A3 pages per minute in colour and in black and white. Advanced colour technology for excellent quality
- 2 GB RAM and big storage capacity of 320 GB HDD
- Wide range of media up to 300 g/m², 304.8 x 457.2 mm
- 270 sheets; 35–220 g/m² (simplex), 50–220 g/m² (duplex); A5R–A3 single path document processor
- Standard 4150-sheet paper input capacity.
- 4000-sheet paper capacity finisher and staple at least 65 sheets of paper.
- 2- and 4-hole punch.
- Staple
- Long-life components

1 X HIGH VOLUME MULTIFUNCTIONAL PRINTERS SPECIFICATION (REGISTRY)

Print type	Line-type inkjet system
Ink type	Oil-based pigment ink (cyan, Magenta, Yellow and Black)
Print resolution	STANDARD / HIGH CHROMOGENIC : Black : 600 dpi (main scanning direction) X 600 dpi (sub-scanning direction) Cyan , Magenta, Yellow, Gray: 300 dpi (main scanning direction) X 300 dpi (sub-scanning direction) FINE ; Black : 600 dpi (main scanning direction)X600 dpi (sub scanning direction) Cyan , Magenta, Yellow, Gray: 300 dpi (main scanning direction) X 600 dpi(sub-scanning)
Number of Gray levels	Black : 4 gray levels Cyan, Magenta, Yellow, Gray : 12 Gray levels
Data Processing Resolution	STANDARD / HIGH CHROMOGENIC ; Black: 600 dpi X 600 dpi Cyan, Magenta, Yellow, Gray : 300 dpi X 300 dpi FINE ; Black : 600 dpi X 600 dpi Cyan, Magenta, Yellow, Gray : 300 dpi X 600 dpi LINE SMOOTHING ; 600 dpi X 600 dpi
Warm-up time	2min. 30 sec. or less (at room temperature of 23 degrees Celsius (73.4 F)
First print time	5 sec. or less (A4 long-edge feed)
First copy time	7 sec. or less (A4 long-edge feed)

CONTINUOUS PRINT SPEED	A4 long-edge feed	Simplex:160 ppm Duplex:80 sheets/minutes (160 ppm)
	Letter long-edge feed	Simplex 160 ppm: duplex 80 sheets/ minutes (160 ppm)
	A\$ short-edge feed	Simplex 120 ppm : Duplex:60 sheets/minute (120 ppm)
	Letter short-edge feed	Simplex: 120 ppm : Duplex: 60 sheets/ minute (120 ppm)
	B4(JIS)short-edge feed	Simplex:102 ppm duplex: 44 sheets/minute(88ppm)
	Legal short-edge feed	Simplex:104ppm duplex 44 sheets/minute(88ppm)
	A3 short-edge feed	Simplex : 88ppm duplex:42 sheet/ minute (84ppm)
	Ledger short-edge feed	Simplex: 86ppm Duplex:42 sheets/minute (84ppm)
PAPER SIZE	Standard tray	Maximum: 340mm X 550mm (13 3/8" X 21 5/8") Minimum: 90mm X 148mm (3 9/16"X 7 3/16")
	Feed Tray	Maximum: 297 mm X 432mm (11 11/6"X17") Minimum: 182mmX182mm (7 3/16"X7 3/16")
Printable Area		314mm X 548 (12 3/8"X 21 19/32)
Gaurantees print Area		Standard: Margin width of 3mm (1/8") Maximum: Margin width of 1mm (3/64")
Paper weight	Standard tray	46gsm to 210 gsm (12-lb bond to 56ib bond)
	Feed tray	52gsm to 104 gsm(14-lb bond to 28-lb bond)
Paper tray capacity	Standard tray	Height up to 110mm(4 5/16 ")
	Feed tray	Height up to 56mm (2 3/16")(x3 trays)
Output tray capacity		Height up to 60mm (2 3/8")
Supported protocols		TCP/IP, HTTP, HTTP's (TLS), DHCP, ftp, ipr, IPP, SNMP, Port9100(raw port), IPv4, IPv6, IPsec
Supported operating systems	Standard	Microsoft, Windows Vista (32-bit/64-bit),Windows 7 (32-bit/64-bit) Windows 8.1 (32-bit/64-bit) Windows 10 (32-bit/64-bit)
	Optional	Mac: Mac OS v10.8(mountain Lion), v10.9 (Yosemite), v10.11 (El Capitan), v10.12 (sierra)Linux (compatible with PPD only)
Network interface		Ethernet 1000BASE-T, 100BASE-TX-t (2nc)
Memory capacity		4GB
Hard Disk	Capacity	500 GB
	Available Space	Approx. 430 GB
Operating system		Linux
Power source		AC 100v-240V, 12.0-6.0A, 50Hz-60Hz
Power consumption		Max 1,200w
		Ready : 150 W or less
		Sleep: 4 W or less Stand-by 0.5 W or less

Operating noise	Max. 66dB(A) A4 long-edge feed (simplex) at the maximum print speed
Operating environment	Temperature: 15 degree Celsius to 30 degree Celsius (59 F to 86F)
Dimensions (WxDxH)	In use: 1,220mm x725mmx1,160mm(48 1/32"x 2817/32"x 45 21/32") With cover and tray closed: 1,160mmx705mm x 1015mm (45 21/32")
Required spacing	1,220mm x725mmx1,160mm(48 1/32"x 2817/32"x 45 21/32")
Weight	Approx. 175kg (386lb)
Safety information	IEC60950-1 complaint, indoor, pollution degree 2*10 , at altitudes of 2,000m or lower

SCANNER

Type	Flat bed scanner with Automatic Document feeder (ADF)	
Scanning modes	Copy mode color: Monochrome, Auto, Cyan, Magenta Scan mode color: Monochrome, Auto, Grayscale	
Scanning resolution	600 dpi, 400 dpi, 300dpi, 200dpi	
Maximum scanning Area	303mm x 432mm (11 15/16 "x 17") (when using platen glass) 295mm x 430mm (11 5/8"x 16 15/16") (when using ADF)	
copy	Writing resolution	Standard 300 dpix 300 dpi
	Copy pager size	Maximum: 303 mm x 432mm (11 15/16"x 17) (equivalent to A3)
	First copy time	Monochrome/color :7 sec. or less (when copying A4/ letter long-edge feed orientation using color priority mode)
	Copying speed	Simplex copying (A4/ Letter long-edge feed, using ADF): 70 ppm or higher Duplex copying (A4/ Letter long-edge feed, using ADF): 70 ppm or higher
	Reproduction size	50% to 200% (copy mode) 50% to 200% (scanner mode, resolution: 200/300 dpi), only 100% (scanner mode, resolution: 400/600 dpi)
Auto document feeder	Type	Original source displacement (capable of scanning both sides of a document by simultaneous duplex scanning)
	Original size	Maximum: 297 mm x 432 mm (11 11/16"x 17 ") (equivalent to A3) Minimum: 100 mm x 148mm (3 15/16"x 5 27/32")
	Paper weight	52 gsm to 128 gsm (14-lb bond to 34-lb bond)
	Original capacity	Max, 200 sheets: 80 gsm (21-lb bond) Height up to 25 mm (1")
Scan	Scanning gray levels	10-bit input and 8-bit output for each RGB color
	Scanning speed	Monochrome/color: 100 ppm Standard original A4/ Letter long-edge feed), 300 dpi, JpEG, PDF, when stored to main unit hard drive
	Network interface	Ethernet 1000BASE-T/100BASE-TX/10BASE-t
	Data saving method	Save to main unit hard drive, server, or USB flash drive, or send by email
	Data saving format	Monochrome: TIFF, PDF, PDF/A Gray scale/ full color: TIFF, JPEG, PDF, PDF/a
Power source	AC 100V-240V, 1.2 A- 0.6 A, 50 Hz-60 Hz	
Power consumption	Max. 100W	
Dimensions (Wx Dx H)	640mm x560mm x255 mm (25 3/16"x 22 1/16 x 10 1/32")	
Required space with printer	1,235x 1,345mm x 1,635mm (48 5/8"x 52 31/32"x64 3/8")	
Weight	Approx. 25 kg (55lb)	

Safety information	IEC60950-1 complaint, indoor, pollution degree 2*10 , at altitudes of 2,000m or lower
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WRAPPING EVELOPE

TYPE		In –use sealed mail making system	
Finishing type		Sealed mail making	
Dedicated paper for envelopes		Wrapping envelope	Wrapping envelope
		Form A: 233mm x 296mm Approx. 105 gsm (28-lb bond)	Form B: 233mm x 391 mm(9 3/16"x 15 13 /32") Approx. 105 gsm 28-lb bond
Insert paper	Size	A4 (210mm x 297mm), B5 (JIS)(182mm x 257 mm)	
	Paper type and weight	Standard tray	Plain paper, recycle paper, 46 gsm to 120 gsm (14-lb bond to 28 lb bond)paper
		Feed tray	52 gsm to 104 gsm (14-lb bond to 28-lb bond) paper
Printable area	Dedicated paper for envelopes	Form A maximum: 212 mm x 217 mm Form B Maximum: 212 mm x 311 mm	
	Guaranteed print area for insert	Standard : margin width of 3 mm (1/8") Maximum: margin width of 1 mm (0.4")	
Maximum Load of the mail stacker		Height up to 310mm (12 7/32") (Approx.110 mails:IJ paper (85 gsm (23-lb bond))1 sheet insert with inner 3 folds	
Number of inserts sheets		46 gsm to 59 gsm (12.2-lb bond to	6 sheets or less
		60 gsm to 59 gsm 21.3-lb bond	5 sheets or less
		81 gsm to 100 gsm (21.5-lb bond to 26.6-lb bond)	4 sheets or less
		101 gsm to 120 gsm (26.9-lb bond to 31.9-lb bond)	3 sheets or less
Adhesion method		Mail short-edge part	Pressurized adhesive method to pressure sensitive adhesive coated area
		Mail long-edge part	Wet coating adhesive method to the remoistening adhesive coated
Remoistening adhesive	Supplementation method	Replenish from the water supply tank (removal possible)	
	Water supply tank capacity	400 ml	
	Water tank capacity inside printer	480 ml	

Finished product mail size	Wrapping envelope from A: 233 mmx 110 mm (9 3/16"x 4 5/16") Wrapping envelope formB: 233 mm x 158 (9 3/16"x 6 7/32")
Processing speed	40 mails/ min. foe A4 simplex
Power source	AC 100V -240V, 1.0A-0,5 A 50Hz-60Hz
POWER CONSUPTION	Max. 250 W Ready: 40 W or less Stand-by: 0.5 W or less
Operating noise	Max. 68db (A) A4-long edge (Simplex) at the maximum print speed
Dimensions (Wx Dx H)	990 mm x 710 mm x 960 mm (38 31/32" x 27 15/16" x 37 13/16")
Required space with printer	2,270 mm x 1,280 mm x 1,160 mm(8
Weight	Approx. 161kg
Safety information	IEC60950-1 complaint, indoor, pollution degree 2*10 , at altitudes of 2,000m or lower

HIGH CAPACITY STACKER

Type	External unit
Finishing function	collating offset stacking
Paper size	Maximum: 340mmx 550mm (13 3/8"x 21 5/8") Minimum: 90mm x 148mm (3 9/16"x 5 27 32") Offset: 90 mm x 182mm-340mm x 432mm (3 9/16 x 17 3 /16-13 3/8 x 17 Envelopes are not acceptable
Paper size and weight	46 gsm to 210 gsm (12-lb bond to 56-lb bond) (plain paper, recycled paper, postcards)
Tray capacity	Height upto 440mm (17 11/32)
Power source	AC 100V -240V, 1.0A-0,5 A 50Hz-60Hz
POWER CONSUPTION	MAX. 100W Ready 30w or less Slepp 30w or less Stand by 0.5 w or less
Operating noise	Max. 68db (A) A4-long edge (Simplex) at the maximum print speed
Dimensions (Wx Dx H)	1,000 mm x 700 mm x 960 mm (39 3/8" x 27 9/16" x 37 13/16")
Required space with printer	2,210 mm x 1,315 mm x 1,160 mm (87 1/32" x 51 25/32" x 45 11/16")
Weight	Approx. 135 kg (298lb)
Safety information	IEC60950-1 complaint, indoor, pollution degree 2*10 , at altitudes of 2,000m or lower

PERFECT BINDER

Type	Perfect Binder
Finishing Type	PERFECT BINGING
Warming up time	13 min. or less(at a room temperature of 23 degree C.
Binding speed	62 booklets/hour
Paper size	Body page (long-edge): A4, B5(JIS), A5 Letter
Paper size	Cover sheet *2 (When cutting off the surplus part): A5: 210 mm × 307 mm - 342 mm (8 1/4" × 12 3/32" - 13 15/32") B5: 257 mm × 374 mm - 409 mm (10 1/8" × 14 23/32" - 16 1/8") A4: 297 mm × 430 mm - 465 mm (11 11/16" × 16 15/16" - 18 5/16") Letter: 279.4 mm × 441.8 mm - 476.8 mm (11" × 17 13/32" - 18 25/32") Cover sheet (When leaving the surplus part): A5: 210 mm × 298.5 mm - 398 mm (8 1/4" × 11 3/4" - 15 11/16") B5: 257 mm × 365.5 mm - 432 mm (10 1/8" × 14 3/8" - 17") A4: 297 mm × 421.5 mm - 460 mm (11 11/16" × 16 5/8" - 18 1/8") Letter: 279.4 mm × 433.3 mm - 466 mm (11" × 17 1/16" - 18 11/32")

Paper weight	Standard tray	Body page: Plain paper, recycled paper 52 gsm to 128 gsm (14-lb bond to 34-lb bond) (For A5 long-edge feed, 64 gsm to 128 gsm (17-lb bond to 34-lb bond)) Cover *3: Plain paper, recycled paper, high-quality paper 80 gsm to 210 gsm (21-lb bond to 56-lb bond)
	Feed tray	Body page: Plain paper, recycled paper 52 gsm to 104 gsm (14-lb bond to 28-lb bond) (not available with A5 long-edge feed) Cover *3: Plain paper, recycled paper 80 gsm to 104 gsm (21-lb bond to 28-lb bond)
	Body sheet stacker	Body page: Plain paper, recycled paper52 gsm to 128 gsm (14-lb bond to 34-lb bond)
	Cover sheet inserter	Cover *3: Plain paper, recycled paper, high-quality paper 80 gsm to 210 gsm (21-lb bond to 56-lb bond)
Binding thickness(binding amount of sheets)		1.5 mm - 30 mm (1/16" - 1 3/16")When using plain paper (85 gsm (23-lb bond)), 15 - 300 sheets Binding amount of sheets varies depending on the paper type.
Binding side		Long side only
Output capacity		30 copies (max. 50 sheets for a copy)
Essential margin		Body page: min. 5 mm. (7/32) Cover: Whole back side of spine, min. 5 mm (7/32") on Cover 2 and Cover 3
Corresponding file format		Microsoft® Word2010, Excel® 2010, PowerPoint® 2010, PDF Version 1.3 to 1.7
Power source		Perfect Binder G10 (120) AC 100 V - 120 V, 12.0 A, 50 Hz - 60 Hz Perfect Binder G10 (200) AC 220 V - 240 V, 6.0 A, 50 Hz - 60 Hz
Power consumption		Max. 1,500W

Operating noise	Max. 70db or less(when bidding)
Dimensions (Wx Dx H)	1,290 mm × 675 mm × 1,125 mm (50 25/32" × 26 9/16" × 44 5/16")
Required space with printer	2,755 mm × 1,240 mm × 1,160 mm(108 15/32" × 48 13
Weight	Approx. 220 kg (485 lb)
Safety information	IEC60950-1 complaint, indoor, pollution degree 2*10 , at altitudes of 2,000m or lower

MULTIFUNCTION FINISHER

Type		External Unit
Tray type	Top tray	Collating, stacking
	Booklet tray	Booklet, paper folding
	Stacking tray	Collating offset stacking
Paper size	Top tray	Maximum: 330 mm × 488 mm (13" × 19 3/16") Minimum: 100 mm × 148 mm (3 15/16" × 5 27/32")
	Stacking tray	Maximum: 330 mm × 488 mm (13" × 19 3/16") Minimum: 182 mm × 182 mm (7 3/16" × 7 3/16")
	Booklet tray	Maximum: 330 mm × 457 mm (13" × 18") Minimum: 210 mm × 280 mm (8 1/4" × 11")
Paper weight	Top tray	52 gsm to 210 gsm (14-lb bond to 56-lb bond)
	Stacking tray	52 gsm to 210 gsm (14-lb bond to 56-lb bond)
	Booklet tray	60 gsm to 90 gsm (16-lb bond to 24-lb bond) (cover: 60 gsm to 210 gsm (16-lb bond to 56-lb bond))
Tray capacity	Top tray	Height up to 50mm (1 15/16")
	Stacking tray	Height upto 200 mm 7 7/8")
	Booklet tray	Eight up to 50mm (1 15/16)
Stapling	Maximum number of staples	100 sheets A4, A4 long-edge feed, B5(JIS) long-edge feed, Letter, Letter long-edge feed 65 sheets A3, B4(JIS), Ledger, Legal, Foolscap
	Paper size	Maximum: 297 mm × 432 mm (11 11/16" × 17") (equivalent to A3) Minimum: 203 mm × 182 mm (8" × 7 3/16") (equivalent to B5(JIS) long edge feed)
	Staple position	1 at front side (angle stapling), 1 at rear side (angle stapling*3, parallel stapling), 2 at centre (parallel stapling)
Punching	Number of punches	2 holes, 3 holes2 holes, 4 holes
	Paper size	2 holes: A3, B4(JIS), A4 long-edge feed, A4, B5(JIS) long-edge feed, Ledger, Legal, Letter long-edge feed, Letter 3 holes: A3, B4(JIS), A4 long-edge feed, B5(JIS) long-edge feed, Ledger, Letter long-edge feed 4 holes: A3, A4 long-edge feed, Ledger, Letter long-edge feed
	Paper weight	52 gsm to 200 gsm (14-lb bond to 53-lb bond)
Creating a booklet(center	Maximum number of sheets	Center margin: 15 sheets (60 pages) 2-fold: 5 sheets (20 pages)

margin/ 2-fold)		
Power source		AC 100 V - 240 V, 50 Hz - 60 Hz, 2.0 A - 1.0 A
Power consumption		Max.75 W
Operating noise		68db(A) or less
Dimensions (W x D xH)		1,120mm x 765mm x 1,130mm (44 3/32"x 44 1/2")
Required space with printer (WxDxH)	With folder unit	2,520 mm x 1,340 mm x 1,160 mm (99 7/32" x 52 3/4" x 45 11/16
	Without folder unit	2,315 mm x 1,280 mm x 1,160 mm (91 5/32" x 50 13/32" x 45 11/16")
Weight		Approx. 131 kg (289 lb)
Safety information		IEC60950-1 compliant, Indoor, pollution degree 2*5, At altitudes of 2,000 m or lower

ComColor EXPRESS

CPU	Intel Celeron G1820 2.7 GHZ
Memory capacity	4Gb
Hard disk capacity	500 GB
Operating system	Windows 10 IoT enterprise
Network interface	2 ports (Ethernet: 10 BASE-TX 1000BASE-T)
Power source	AC 100V- 240V, 3.0 a-1.5 a, 50Hz-60Hz
Power consumption	Max. 180W
Dimensions W x D x H	145mm x 400mm x 325mm (5.8 x 15.8" 12.8")
Weight	Approx. 7kg
PDL(Page Description language)	PostScript® 3 (CPSI:3020), PDF (1.7) (APPE 3.0), EPS, TIFF (6.0), PCL 5c, PCL 6 (PCL XL), PPML (3.0), Free Form, FreeForm2, PDF/VT, Creo VPS, Fiery JDF (1.5)
Support protocol	TCP/IP, HTTP, HTTPS (TLS), DHCP, FTP, LPR, IPP, SNMP, SMB, Port 9100 (RAW port), IPv4, IPv6, IPsec, Bonjour, Ether Talk
Installed font	PS: 138 fonts (Type1:126, TrueType:10, MM:2) PCL: 81 fonts
Supported client operating system	Windows Vista® (32-bit/64-bit), Windows® 7 (32-bit/64-bit), Windows® 8.1 (32-bit/64-bit), Windows® 10 (32-bit/64-bit), Windows Server® 2008 (32-bit/64-bit), Windows Server® 2008 R2 (64-bit), Windows Server® 2012 (64-bit), Windows Server® 2012 R2 (64-bit), Windows Server® 2016 (64-bit) Mac OS v10.8(Mountain Lion), v10.9(Mavericks), v10.10(Yosemite), v10.11(El Capitan), v10.12(Sierra)

1 X FAX MACHINE

- Fax-A4 size normal paper
- Fax reports status (be able to print reports older than 3 months incoming and outgoing)
- Fax document storage
- Activity history report ability to handle big document(100 pages on the document feeder)

Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:
Special conditions for this bid

CRITERIA OF ASSESSMENT	EVIDENCE
ACCREDITATION	
The Service Provider must be a registered Partner with Equipment Original Manufacturer (EOM)	Service providers are requested to attach Company partnership certificate
COMPANY EXPERIENCE	
Service providers must attach evidence to show previous experience on Leasing, Supply, Installation and Maintenance of Multifunctional Printer.	Five (5) appointment and reference letters of the same project.
PROJECT TEAM	
The bidder should attach a detailed CV, ID Copy & Certificates with Certified Original Stamp.	<ul style="list-style-type: none"> • Accounts Manager: CV Five years of experience in accounts management • 2 X Technician Two technicians fully trained on the machines and attach Product Certified Certificate
METHODOLOGY	
The service provider must provide the municipality with a service plan of how the required services will be delivered to the municipality. The plan should include, a formal methodology, resource management, quarterly maintenance and servicing, preventative maintenance, incident management, turnaround time on reported faults and availability of loan equipment and parts.	

Bidders with non-compliant with the above special conditions will be disqualified and not be considered for further evaluation.

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

Specific Goals	Proof of specific goal
- EME or QSE which is at least 51% Black owned by Black people = 20 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit