

THE MSUNDUZI MUNICIPALITY



SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT Dr. D.N. Gambu

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Pietermaritzburg, 3200
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SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS BY LEASING FOR A PERIOD OF 36 MONTHS

Tenderer's Name:																											
Postal Address:																											
															Postal Code												
Tel. No.											Cell. No.																
Contact Person:																											
E Mail Address:																											
CSD NUMBER: MAAA																			TAX REF. NUMBER								

Sealed tenders containing the original hand written priced tender document and a digital copy of the same on a CD/USB Flash Drive and endorsed on the envelope with the "**CONTRACT No.**" and "**CONTRACT DESCRIPTION**", must be placed in the Tender Box located at the Central Stores, 2 Abattoir Road, (Off Kershaw Road), Pietermaritzburg, 3201, (Co-ordinates: -29.6126297,30.3610014) not later than **12h00, Wednesday, 01 April 2026**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

THE MSUNDUZI MUNICIPALITY

TENDER SUBMISSION CHECKLIST

The Checklist below is attached hereto to assist Service Providers with the completion of the tender document. Service Providers are required to **TICK** the relevant boxes for verification purposes. Where information is not applicable to the tender, the symbols **N/A** must be inserted in the space provided.

It must be noted that the Council shall not be held liable for any loss or damage incurred to the Service Provider should the Service Provider fail to fulfil the requirements of the Tender.

No.	Description	Service Provider to Tick (✓)	For Official Use Only	
1	Has the Tender Document been completed in handwriting or typed and all corrections counter-signed? (No correction fluid used)			
2	Has all tendered amounts been arithmetically checked and the correct total amounts carried forward to the Summary Page and Tender Form?			
3	Has all information as required in terms of the Tender Document been submitted with the tender?			
4	Has the compulsory "Tender Briefing/Site Inspection" meeting been attended and has the "Tender Briefing/Site Inspection" certificate been completed and signed at the meeting?		D	
5	Have all Declarations contained in the Tender Document been completed and signed by the Tenderer, and before a Commissioner of Oaths (if applicable)?			
6	Has the "Tender Form" been completed and signed?		D	
7	Is a valid Tax Clearance Status Verification Pin attached to the Tender Document?			
8	Has the CSD Supplier Number and Unique Registration Reference Number been submitted with the Tender Document?			
9	Does the price includes VAT regardless of VAT status of being a VAT or Non-VAT Vendor? All prices must include VAT.			

***D: Failure to comply with these Sections will prejudice the tender.**

Name of Service Provider : _____

Signature : _____

Date : _____

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

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13.1	Service Providers are advised to check the number of pages and should any be missing or duplicated, or the reproduction thereof indistinct, or any descriptions ambiguous, or if this document contains any obvious errors they shall inform the Head: Supply Chain Management or the Engineer at once and have same rectified. No liability whatsoever will be incurred by the Council in respect of errors in any tender due to the Service Provider's failure to observe this requirement.	
13.2	The Tender Notice was advertised in The Witness newspaper, Msunduzi Municipality and e-Tender websites on Wednesday, 25 February 2026 . The tender closes at the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, at 12h00 on Wednesday, 1 April 2026 .	

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS BY LEASING FOR A PERIOD OF 36 MONTHS

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Tenderers for the above works.

Tender documents will be made available to tenderers from **12h00 on 25 February 2026**. Tender documents can be downloaded and printed at the Tenderer's cost from the National Treasury e-Tender Publication Portal on www.etenders.gov.za.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, 3201, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R1 327.86 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries regarding the Specifications, Tenderers must contact Sibusiso Ndlela (ICT Business Unit) on either Tel. No. 033-392 229 3 or e-mail: sibusiso.ndlela@msunduzi.gov.za.

For any procurement related enquiries, Tenderers must contact Vinesh Govender (Supply Chain Management Sub-Unit) on Telephone No. 033 – 392 2027 or e-mail address vinesh.govender@msunduzi.gov.za.

A **compulsory Tender Briefing Meeting** will be held at **10h00 on Monday, 16 March 2026**, in Auditorium No. 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg, 3201. An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Supplies and Services Contract No. 25 of 2026**” and the **Contract Description**, must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (co-ordinates -29.6126297;30.3610014), not later than **12h00 on Wednesday, 01 April 2026**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Evaluation & Adjudication Criteria: The tender shall be evaluated on a Two Stage Evaluation System, Stage One Functionality and Stage Two 80/20 Preference Point System.

Adjudication criteria will be as per the tender document, the allocation of points will be in line with specific goals as prescribed in terms of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act No. 28 of 2024.

The Functionality for Stage One shall be evaluated on the following criteria:

No.	Criteria	Max Points Awarded
1	Public Sector Company Experience	25
2	Original Equipment Manufacturer Accreditation Depth	25
3	Original Equipment Manufacturer Partnership	25
4	Technicians' Skills	25
Total Points Awarded		100
Minimum Threshold		85 Points

The allocation of Preference Points will be according to the following Specific Goals:

Specific goals	Description	Max Points Awarded
BOE	≥ 51% Black Owned Enterprise or 51% management Control by South African Black People.	6
WOE	≥ 51% Woman Owned Enterprise and Controlled by one or more woman or 51% Management control by one or more woman.	6
Locality	Business Situated Within the Msunduzi Municipality's Area of Jurisdiction	8
Total Preference Points		20

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

S. F. MNDEBELE (MUNICIPAL MANAGER)

THE MSUNDUZI MUNICIPALITY

STANDARD CONDITIONS OF TENDER

1. DOCUMENTS

This document comprises of the Standard Conditions of Tender, Standard Conditions of Contract (N/A), Special Conditions of Contract (N/A), Legislation, Definitions, Specifications, Pricing Schedule, Tender Form, Drawings (N/A), Data Sheets and Annexures thereto.

2. SUBMISSION OF TENDERS

Tenders must be made out on the Tender Form annexed hereto. Service Providers are advised that this document must be completed by being hand written or typed and submitted in its entirety. Failure to comply with this condition shall result in the tender being disqualified.

Service Providers using Courier Companies or any other mode of transport to deliver their tender documents must ensure that the tender documents are delivered to the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, before the close of tenders. The Council shall not be held liable for any tender document which is not timeously delivered, mislaid or incorrectly delivered due to the negligence of the Courier Company or any other party involved in the delivery of the tender documents, including any employee of the Council.

Sealed tenders endorsed with the appropriate Contract Number and Contract Title must reach the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, not later than the closing date and time stated in the public advertisement inviting tenders, when they will be opened in public. Tenders shall remain valid for four (4) calendar months from the date of opening, except for the initial five (5) working days grace period after the close of tenders within which period a Service Provider may be permitted to withdraw its tender subject to an application with good and sufficient reasons being submitted in writing to obtain approval of such withdrawal, at the sole discretion of the Head: Supply Chain Management.

All literature submitted must be securely attached to the tender. The Council shall not be held liable for any loss or damages sustained due to the Service Provider's failure to comply with this condition.

In the case of a Service Provider withdrawing its tender after the expiry of the grace period, the Council may refuse to receive or consider, for such period as it may think fit, any further tenders from that Service Provider.

3. COMMUNICATION WITH MEMBERS OF THE COUNCIL OR COUNCIL EMPLOYEES

Without detracting from any prevailing law, no Service Provider shall offer, promise or give any person or persons connected with the adjudication, or awarding of the tender, any gratuity, bonus, discount or consideration of any kind in connection with the obtaining of a contract. Nor shall any Service Provider communicate with any member of the Council or a Council employee on a question affecting the awarding of a contract which is the subject of a tender, during the period between the closing date of tenders and the date of notification of the successful Service Provider; provided always that the Head: Supply Chain Management may, in exceptional circumstances, obtain additional information from a Service Provider to enable her to formulate her recommendation to Council.

Any attempt to contravene this condition, which is brought to the notice of the Head: Supply Chain Management shall result in the disqualification of the Service Provider.

Prospective Service Providers are further advised that s118 of the Municipal Finance Management Act prohibits the interference, by any person, with the Supply Chain Management system of the Municipality and the amendment of or tampering with any tender, quotation, contract or tender after its submission.

4. IMPORT PERMITS

The Council will not undertake to secure any import permits or currency for the import of any goods or materials required for the execution of this contract. The Service Provider must apply directly for any import permits or currency needed. However, the Council will furnish the successful Service Provider with a supporting statement, if required.

5. REGISTRATION WITH THE CENTRAL SUPPLIER DATABASE (CSD)

The National Treasury's Central Supplier Database (CSD) has been open for registration from 01 September 2015. The CSD serves as one single source of supplier information to all spheres of government. Within this system, suppliers are required to register once when they do business with the state. This will significantly reduce the administrative burden for businesses, especially small and medium sized enterprises. The database interfaces with the South African Revenue Service (SARS), the Companies and Intellectual Property Commission (CIPC) and the payroll system. It will electronically verify a supplier's tax status and enable public sector officials doing business with the state to be identified.

All prospective suppliers can register any time on the CSD website www.csd.gov.za Prospective suppliers may also visit the Provincial Treasury Database office situated at Treasury House, Ground Floor, 145 Chief Albert Luthuli Road, Pietermaritzburg, from 08h00 to 15h00, Mondays to Fridays, for any assistance with on-line registration on CSD.

For further information or enquiries, please contact 033 – 897 4516 / 033 – 897 4212 / 033 – 897 4624 / 033 – 897 4535 / 033 – 897 4676 / 033 – 897 4509 or Toll-Free at 0800 201 049 during office hours or via e-mail at database@kzntreasury.gov.za.

With effect from 01 July 2016, the Msunduzi Municipality will not award any tender to a supplier not registered as a prospective supplier on the CSD. Negotiations for the tender award will only be concluded with the qualify Service Provider(s) who is/are registered on the CSD on or after 01 April 2016.

In order for Council to verify your Company's registration with CSD, Service Providers are required to furnish the following information for verification purposes:

CSD Supplier Number	
Unique Registration Reference Number	

6. TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of tender that the taxes of the successful Service Provider must be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the Service Provider's tax obligations.

Service Providers shall be required to submit, together with the tender document, a valid Tax Clearance Certificate and a Tax Compliance Status Verification Pin issued by SARS. Failure to submit a valid Tax Clearance Certificate and a Tax Compliance Status Verification Pin, the Council reserves the right to verify the same on National Treasury's Central Supplier's Database.

Should the Tax status becomes non-compliant prior to the final award of the contract being made, the Council reserves the right to request the Service Provider to rectify their tax matters.

In this instance, the Service Provider shall be given seven (7) working days written notice in which to comply. Should the Service Provider fail to comply with this request, the Council further reserves the right to make no award to the Service Provider and the Council shall not be held liable for any loss or damages sustained by the Service Provider.

7. **RATES**

The prices, rates or percentages quoted in the proposal shall be deemed to include all costs, including but not limited to materials, plant, labour, patent rights and royalties, freight, insurance, customs, railage, delivery, etc, unless the Service Provider states otherwise in the proposal.

- **"Price"** means an amount of money tendered for goods or services and includes all applicable taxes less unconditional discounts.
- **Section 64(1) of the VAT Act states:** Any price charged by a vendor for a taxable supply is deemed to include VAT, whether or not explicitly stated. Thus, even if Service Provider B's invoice does not explicitly include VAT, the price is considered VAT inclusive.
- **NB:** when submitting this tender Service Providers are advised that regardless of the VAT status of being a VAT or non VAT vendor the price must include VAT
- Further to the above the price shall be deemed to be VAT inclusive regardless of whether the Service Provider is the VAT vendor or not.

8. **INCOMPLETE TENDERING**

Tenders may be rejected if they show any additional, conditional or incomplete offers or irregularities of any kind in either the Tender Form or the Pricing Schedule.

Partial awards **may** be made where this is perceived by the Head: Supply Chain Management or the Bid Evaluation Committee. Council reserves the right to take into account the principle of the distribution of works in order to empower SMME's and or Local Suppliers.

Should there be any difference or discrepancy between the prices and particulars contained in the Tender Form and those contained in any covering letter or pricing schedule submitted by the Service Provider, the prices and particulars contained in the Tender Form shall prevail.

9. **ACCEPTANCE OF ANY TENDER**

9.1 The Council does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

9.2 The procedure/s which shall be followed with the acceptance of a tender are as follows:

9.2.1 Where in the tender document, Service Providers are required to submit Works Insurance, Sureties, Public Liability Insurance or any other provisional criteria, a letter of Provisional Acceptance will be sent to the successful Service Provider/s stipulating which amount or rate/s have been accepted and the requirements for the final award.

- 9.2.2 In this instance, the Service Provider/s shall be required to satisfy the requirements of the Provisional Letter of Acceptance within fourteen (14) days from date of issue of the Provisional Letter of Acceptance.
- 9.2.3 Should the Service Provider/s, fails to comply with the requirements of such provisional acceptance within the period specified in same or any variation thereto, and the Council elects not to confirm the provisional acceptance of the tender on that ground, the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that/those Service Provider(s).
- 9.2.4 Once the requirements of the Provisional Letter of Acceptance have been satisfied, a Final Letter of Acceptance will be sent by the Head: Supply Chain Management to the successful Service Provider/s
- 9.2.5 Prior to the undertaking of any works, the successful Service Provider/s shall be required to enter into a Service Level Agreement (SLA) with the Council to address any post award qualification requirements as per the tender document.
- 9.2.6 Once the SLA has been concluded, the Tender, Provisional Letter of Acceptance, the Final Letter of Acceptance and the SLA, shall constitute a binding agreement between the Service Provider/s and the Council.
- 9.2.7 Should the Service Provider/s fail to enter into a contract when called upon to do so, then the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that/those Service Provider/s.
- 9.3 Where no Insurances, Sureties or any other provisional criteria are required, a Final Letter of Acceptance stipulating which rate/s has been accepted will be sent by the Head: Supply Chain Management to the successful Service Provider/s notifying the Service Provider/s of Council's intent to make an award of the contract.
- 9.4 Prior to the undertaking of any works, the successful Service Provider/s shall be required to enter into a Service Level Agreement (SLA) with the Council to address any post award qualification requirements as per the tender document.
- 9.5 Once the SLA has been concluded, the Tender, the Final Letter of Acceptance and the SLA, shall constitute a binding agreement between the Service Provider/s and the Council.
- 9.6 Should the Service Provider/s fail to enter into a contract when called upon to do so, then the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that/those Service Provider/s.

Unless otherwise stipulated in the covering letter submitted with the tender, the Service Provider shall have waived, renounced and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of the tender which are in conflict with the Council's Conditions of Tender and the Standard Conditions of Contract. The Service Provider is warned that any material divergence from the official conditions or specification may render the tender liable to disqualification.

10. DOMICILIUM CITANDI ET EXECUTANDI

For the purpose of the service of all documents and the giving of notice as may be required in terms of this contract, or as a result of any action arising in conjunction with it, the Council chooses City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg as its *domicilium citandi et executandi*.

The Service Provider's *domicilium citandi et executandi* shall be whatever street address is given in the Tender Form attached hereto. Either party may, at any time, give one (1) month notice, in writing, of a change of its *domicilium citandi et executandi* provided that such address shall be within the Republic of South Africa.

11. DATA SHEETS

11.1 Service Providers should complete, in full, all the Data Sheets attached to this document. These include, but are not limited to, the following:

- Declaration of Interest (MBD 4);
- Authority to Sign Document;
- Pricing Schedule (MBD 3.1 / 3.2 / 3.3 as applicable);
- Declaration of Service Provider's Past Head: Supply Chain Management Practices (MBD 8);
- Certificate of Independent Bid Determination (MBD 9); and
- Any other applicable Data Sheets or forms contained within the tender documentation.

Where Data Sheets and/or any other documentation are required to be commissioned, such documents must be duly stamped and signed by a Commissioner of Oaths, where applicable. Failure to complete and submit the required documentation in its entirety may result in the disqualification of the bid and render the offer non-responsive.

11.2 Completion of Tender Form

It is a compulsory requirement that the Tender Form be fully completed and signed by an authorised representative of the Service Provider. Failure to comply with this provision will render the bid unresponsive (invalid) and such bids will not be considered for adjudication.

12. PROHIBITION ON AWARDS TO PERSONS IN THE SERVICE OF THE STATE

The Head: Supply Chain Management Municipal Regulations read in conjunction with Msunduzi Head: Supply Chain Management policy states that the Council may not make any award to a person:

- (a) Who is in the service of the state;
- (b) If that person is not a natural person, of which and director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) Who is an advisor or consultant contracted with the municipality or municipal entity.

13. MUNICIPAL FEES

All Service Providers are to sign the Declaration herein declaring that their Municipal Fees are in order, or that proper arrangements have been made with the Council. Service Providers must include the relevant account numbers in the declaration.

14. APPEALS AND/OR OBJECTIONS

Any Service Provider aggrieved by decisions or actions taken by the Municipality must lodge within fourteen (14) calendar days of the date of the decision or action, a written objection or complaint to the Municipal Manager / Supply Chain Management. The appeal must be submitted in writing with the grounds of appeal within the stipulated fourteen (14) days. No appeal/objection will be entertained should the afore-mentioned condition not be adhered to, and the Municipality shall not be held liable for any loss or damages sustained by the Service Provider due to the Service Provider's failure to adhere to the above condition.

15. PREFERENCE POINTS CLAIMED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Service Providers claiming preference points shall be required to complete Annexure “B” hereto in its entirety and to fully comply with the General Conditions, Definitions and Directives stated therein.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, 2022, Preference Points must be awarded for Specific Goals stated in the tender.

Service Providers are required to submit proof or documentation required in terms of this tender to claim points for Specific Goals. Failure to do so shall result in no Preference Points being awarded to the Service Provider and the Council shall not be held liable for any loss or damages in this regard.

16. JOINT VENTURE AGREEMENTS AND CONSORTIUMS

Service Providers intending to tender in the form of Joint Ventures/Consortiums **should submit** the following documentation together with the tender:

- (1) Tax Compliance Status Verification Pins issued by SARS of all parties of the Joint Venture/Consortium.
- (2) CSD Reports of all parties of the Joint Venture/Consortium.
- (3) Signed copies of:
 - (a) The Declaration of Interest Form,
 - (b) The Declaration of Service Provider’s Past Supply Chain Management Practices Form, and
 - (c) The Certificate of Independent Bid Determination Form.
- (4) An undertaking duly signed by all parties of the Joint Venture/Consortium indicating their intention to enter into an agreement for the purposes of this contract.

Further to the above, the name of the Joint Venture/Consortium should appear on the relevant pages of the document.

17. ADJUDICATION CRITERIA

The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality’s Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act, Act No. 28 of 2024.

18. COMBATIVE TENDERING

The Supply Chain Management Regulations states that Combative tendering practices are unethical and illegal. These include but are not limited to:

- (i) Suggestions to fictitious lower quotations,

- (ii) Reference to non-existent competition,
- (iii) Exploiting errors in tenders,
- (iv) Soliciting tenders from Service Providers whose names appear on the list of restricted Service Providers/Suppliers/Persons, and
- (v) Submission of two tenders by a Service Provider.

Any attempt by a Service Provider to contravene this condition which is brought to the notice of the Municipal Manager or the Head: Supply Chain Management shall result in the disqualification of the tender. The Council further reserves the right to take any other action as it may deem necessary.

19. ALTERATIONS BY TENDERER

If a tenderer wishes to submit alternative proposals for consideration or wishes to change the Conditions of Contract, Specifications, Quantities or Drawings, or to qualify the tender in any way, such changes and/or proposals are to be listed in Annexure "A" hereto, failing which the tender will be deemed to be unqualified.

It must be clearly understood that the Council will be under no obligation to accept any such qualification.

THE MSUNDUZI MUNICIPALITY

STANDARD CONDITIONS OF CONTRACT FOR SUPPLIES CONTRACTS

1. DEFINITIONS

The following definitions apply:

"Council/Municipality" means The Msunduzi Municipality.

"Director: Supply Chain Management" means the Head: Supply Chain Management of the day of the Msunduzi Municipality or the Manager's duly appointed Representative.

"Service Provider/Contractor" means the Person, Firm, Service Provider or Company whose tender has been accepted by the Msunduzi Municipality and includes the Service Provider's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Council, any assignee of the Service Provider.

"Special Conditions" means any addition to or departure from or amendment of these Standard Conditions as set out in Annexure "A" hereof.

"Drawings" means the drawings referred to in the Specification and any modification of such drawings approved in writing by the Engineer and such other drawings as may from time to time be furnished or approved in writing by the Engineer.

"Contract Document" means the Conditions of Tender, Scope of Contract, Terms of Reference, these Definitions, Special Conditions (if any), Equipment Specifications, Rates, Percentages and Prices, Tender Form and Annexures thereto. Any amendments to the contract document agreed to by the Council and the Service Provider, Provisional Letter of Acceptance and the Letter of Final Acceptance.

"Goods" means the equipment, plant, vehicles, service or materials to be supplied in accordance with the Contract.

"The Tender" means the written offer made by the Service Provider to the Council.

"Preferential Procurement Policy" means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

"SARS" means the South African Revenue Services.

2. QUALITY OF MATERIALS AND WORKMANSHIP AND TESTS

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with the specification and shall be subjected to such tests, carried out by such persons, as the Engineer may direct at the place of manufacture or fabrication or at the delivery site or at all or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials as are normally required for examining, measuring and testing any work and the quality, mass or quantity of any materials for testing as may be required by the Engineer. The Contractor may be present at any tests which the Engineer decides to carry out.

3. SAMPLES FOR QUALITY CONTROL

If samples are required in terms of the specification, such samples shall be supplied by the Contractor at his own cost. All samples approved by the Engineer will be retained by him as standards for the duration of the contract. The Council reserves the right to purchase any sample submitted at the tender price. Samples not so purchased will be recoverable by the Contractor at his own expense.

4. REMOVAL OF IMPROPER MATERIALS

All materials delivered to the delivery site will be inspected by the Engineer and should any be delivered which, in the opinion of the Engineer, are inferior in quality or workmanship to the deposited sample or to the standard required in the Specification or be found to be damaged on delivery, such goods shall be immediately removed by the Contractor. No payment will be made for any materials nor for any loss incurred by the Contractor as a consequence of such rejection.

5. QUANTITY

The Council does not guarantee to purchase any specific quantity and orders will be placed for materials as and when they are required. The tendered price shall apply to all purchases regardless of the quantity ordered. Should the Contractor wish to place any limit on the maximum quantity to be supplied, this must be clearly stated in the tender.

6. DELIVERY

Prices shall include for the delivery of the materials as detailed in the specifications. The Contractor shall be responsible for all damages or breakages in transit until the materials have been accepted by the Engineer at the delivery site.

Immediately after forwarding any materials, an advice note shall be sent in duplicate to the Engineer, Private Bag X205, Pietermaritzburg, giving the size and mass of each article, where applicable, and the date of despatch. All ordered materials shall be delivered within the period stated in the tender. If a Tenderer is unable to comply with this clause, the delivery period offered must be stated.

7. PENALTY FOR LATE DELIVERY

Upon any delay in delivery beyond the tendered delivery period, the Council shall be entitled forthwith to purchase services of the same description as and in lieu of those specified to be supplied, or forthwith to cancel the contract and to purchase elsewhere such materials as may be required during the contract period and the Contractor shall bear any difference in price between any materials so purchased and the tendered price.

The amount of such difference shall be paid by the Contractor to the Council immediately on demand, or the Council may deduct such difference from moneys (if any) otherwise payable to the Contractor in respect of materials or services already delivered under this or any other contract.

8. TERMINATION OF THE CONTRACT

Should the Contractor (for whatever reason) fail to execute the works in accordance with the terms and conditions stated herein, the Council reserves the right to cancel the contract forthwith without prejudice to Council and the Council shall not be held liable for any loss or damages resulting from such cancellation. Further to the above, the Council reserves the right to enforce Clause 7 above including any other remedies it may deem necessary.

9. TERMS OF PAYMENT

Payment will be made by the Chief Financial Officer (CFO) within thirty (30) days on receipt of a certificate of payment issued by the Engineer and will be made by means of a cheque drawn upon the Council's bankers in Pietermaritzburg. No cash payments shall be made.

Where the value of the works exceeds R3 000.00 excluding VAT, the Contractor must quote the Council's VAT Registration No. 4600107835 on all Tax Invoices for payment purposes.

Where offers of discounts e.g. for payment within thirty (30) days of rendering accounts, are made by Contractor, these will be taken into account in the adjudication of tenders. Contractors shall be required to have a bank account in the legal name of the Contractor as indicated on the Tax Clearance Certificate.

No payment whatsoever will be made should the Contractor fail to comply with this requirement and the Council shall not be held liable for any loss or damages sustained by the Contractor in this regard.

10. PRICE ADJUSTMENT/ESCALATION

(a) In all cases where a tendered price is offered subject to adjustment, such adjustment shall be calculated in accordance with the following formula: -

$$E = \frac{V \times (I_e - 1)}{I_o}$$

Where:

- E = the amount of adjustment
- V = tendered price/value
- I_e = index applicable at the invoice date, and
- I_o = the base index

unless the Contractor expressly stipulates and sets out in detail an alternative formula in terms of which prices will escalate.

Where Contractors have linked their prices to manufacturers/suppliers price increase, full disclosure of the rates/prices must be submitted together with the tender.

- (b) Notwithstanding the provisions of paragraph (a), the Council shall not be liable for adjustment unless the Contractor specifies a price index (or indices) in respect of the materials to be supplied.
- (c) For the purpose of calculating the amount of adjustment in terms of any formula, the base index shall be the index for **February 2026** regardless of the actual due tender date.
- (d) The index for the previous month shall apply up to and including the 15th day of a month, thereafter the current month's index shall apply.
- (e) The applicable index (indexes) is: _____

In any case where a Contractor has complied with the conditions set out above, the Council shall nonetheless not be liable to pay for adjustment unless the Contractor, in submitting an account, submits, on each occasion the Contractor does so, a separate account reflecting the adjustment amount claimed together with all calculations and documents necessary to verify the claim.

Upon receipt of the claim account referred to above, the Council shall not however be obliged to settle the account until the amount claimed is verified by the Council's Auditors in terms of the preceding paragraphs.

The Contractor must please submit claims before 31 July for the previous financial year ending 30 June. No claims submitted after this date will be entertained.

11. GOVERNMENT CONTROLLED PRICES

Where the tendered price of any item placed on contract is controlled by the various Control Boards constituted under the Marketing Act or by the Price Controller, such price shall, in the event of any amendment to the price ruling at the time the tender was submitted being sanctioned by the Price Controller, be subject to a like increase or decrease as the case may be. Contractors must state clearly which items are subject to such control; unless this is done no payments will be made in the excess of the tendered prices. In the event of price control over any item on contract being withdrawn during the currency of the contract, the contract price applicable to such item thereafter shall not be higher than the price in operation immediately prior to the withdrawal of price control.

If the Contractor claims escalation, Clause 10 does not apply.

12. FORWARD COVER

The Contractor will be deemed by submission of a tender to hold or to have arranged forward foreign exchange cover on all imported goods or materials, with the cost thereof included in the price schedule. In any case which a Contractor tenders a price subject to exchange rate fluctuations, the exchange rate/s and the date/s thereof at which the goods or materials are offered are based must be clearly indicated on Annexure "A": Alterations by Tenderer. If no exchange rate/s is indicated, the tender prices shall be considered not subject to any exchange rate fluctuations.

13. INSURANCE AND RAILAGE RATES ETC

Should there be any increase in the statutory rates of freight, insurance and railage, a pro rata increase or decrease shall be made in the price of the material delivered. The contractor shall notify the Municipal Manager, or the Chief Financial Officer, or the Senior Manager: Supply Chain Management as the case may be of any variation in rates as soon as the Contractor is aware of them.

A claim for increased freight, insurance and railage will be admitted on production of the original papers showing clearly that the amount has been paid by the contractor.

14. ASSIGNMENT AND SUBLETTING

Neither the Supplier nor the Council shall assign the contract or any part thereof or any benefit or interest therein or thereunder without the written consent of the other.

The Supplier shall not sub-let the whole or any part of this contract without the written consent of the Engineer and such consent, if given, shall not relieve the Supplier from any liability or obligation under the contract.

15. SECRECY OF INFORMATION

Subject to the provisions of the Promotion of Access to Information Act, the information revealed in this tender document is to be classified as confidential. Accordingly, the Engineer reserves the right to request references and generally examine bona fides and available facilities of any company of firm wanting to participate in this contract.

16. LAW TO APPLY

The contract shall in all respects be construed in accordance with the law of the Republic of South Africa, and any difference that may arise between the Council and the Contractor in regard to the contract shall be settled in the Republic of South Africa.

17. PATENT RIGHTS

The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trade marks or other protected rights, and shall hold the Council indemnified and harmless against any claims for loss or damage to (including legal expenses) arising therefrom.

18. SEQUESTRATION OR SURRENDER OF CONTRACTOR'S ESTATE

In the event of an order being made for sequestration of the Contractors estate, whether provisional or final, or in the event of an application being made for such order, or in the event of the Contractor making application for the surrender of the Contractors estate, or if the Contractor shall enter into, make or execute any deed of assignment or other composition or arrangement with, or assignment for the benefit of the Contractors creditors, or purport to do so, or if the Contractor, being a company, shall pass a resolution, or if the Court shall make an order for the liquidation of such company, the Council shall have the right, summarily and without recourse to law, to terminate the contract without payment of any compensation to the Contractor, and without prejudice to the right of the Council to sue the Contractor for any damages sustained by it in consequence of one or the other of the afore-mentioned events.

19. CONTRACT TO BE IN CONFORMITY WITH BY-LAWS AND ANY OTHER APPLICABLE LAWS

The contract shall be carried out subject to and in conformity with any law, regulation or By-law which is of application thereto and shall be conditional upon any necessary consent required by law being obtained.

THE MSUNDUZI MUNICIPALITY

LEGISLATION

1.0 GENERAL

- 1.1 Contractors will be deemed by virtue of submitting a tender to have undertaken to be aware of and comply fully for all purposes under this contract with all current legislation and related regulations. The following Acts, as amended from time to time, are listed for the attention of the Contractor, without prejudice and without in any way relieving the Contractor of the obligation to continuously comply with all the laws of South Africa for the entire duration of this contract, the cost of so doing being expressly included in the contract sum. It is the sole duty of the Contractor to ensure that it acquaints itself and complies with all applicable legislation. **The Council shall not be liable in any way whatsoever for any errors or omissions in the legislation listed herein.**

2.0 THE OCCUPATIONAL, HEALTH AND SAFETY ACT (ACT 85 OF 1993) (OHS ACT)

- 2.1 The OHS Act covers inter alia "any work in connection with –

- a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of an addition to a building;
- b) the installation, erection or dismantling of machinery;
- c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, railway, street, runway, sewer or water reticulation system or work on any similar project;
- d) the moving of earth, clearing of land or making of an excavation or work on any similar project." (General Administrative Regulations Clause 1).

It is recorded that the subject of this contract falls within the scope of the foregoing work definition, and that the Employer in terms of this contract is the Mandator and that the Contractor is the Mandatory in terms of the OHS Act.

- 2.2 The OHS Act covers *inter alia* "any work in connection with -

- a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of an addition to a building;
- b) the installation, erection or dismantling of machinery;
- c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, railway, street, runway, sewer or water reticulation system or work on any similar project; and
- d) the moving of earth, clearing of land or making of an excavation or work on any similar project." (General Administrative Regulations Clause 1).

It is recorded that the subject of this contract falls within the scope of the foregoing work definition, and that the Employer in terms of this contract is the Mandator and that the Contractor is the Mandatory in terms of the OHS Act.

- 2.3 The arrangements and procedures to ensure compliance by the Mandatory with the provisions of the OHS Act referred to in the Agreement, between the Employer and the Contractor in this contract are:

2.3.1 The Mandatory shall keep a record of all incidents in terms of Clause 10 (1) of the General Administration Regulations (GAR).

2.3.2 The Mandatory shall cause every incident to be investigated in terms of Clause 10 (2) of the GAR.

- 2.3.3 The Mandatory shall cause all such records to be examined by a Safety Committee in terms of Clause 10 (3) of the GAR.
- 2.3.4 The Mandatory shall on demand furnish the divisional inspector with such returns as may be required in terms of Clause 14 of the GAR.
- 2.3.5 The Mandatory shall charge a full-time employee designated in writing by the Mandatory with the duty of supervising the performance of the work (or the Mandatory may personally undertake this duty) in terms of Clause 11 of the General Safety Regulations.
- 2.3.6 The Mandatory shall, before commencing or carrying out the work, inform the divisional inspector in writing of: -
- a) the address of the premises on which such work will be carried out;
 - b) the nature of such work;
 - c) the date on which it is expected that such work will be commenced; and
 - d) the date on which it is expected that such work will be completed.
- all in terms of Clause 15c of the GAR
- 2.3.7 The Mandatory shall comply with all other aspects of the OHS Act relative to the nature of the works and shall scrupulously observe and execute any instruction given by an official inspector with reference thereto.

3.0 THE COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (ACT 130 of 1993) (COID ACT)

- 3.1 Contractors are required to register as employers in terms of the COID Act.
- 3.2 Contractors must pay the assessments due in terms of the COID Act relative to their employee records including all sub-contractors and community based labour.
- 3.3 In this specific contract the Contractor further acknowledges that the Employer shall have the right, without prejudice, to deduct any shortfall in compensation due to any employee of the Contractor (or sub-contractor) from monies due or which may become due to the Contractor, and so effect settlement of the matter.

4.0 THE LABOUR RELATIONS ACT (ACT 66 of 1995) (LR ACT)

- 4.1 Contractors are required to register as employers in terms of the LR Act.
- 4.2 Contractors are required to pay all employee and employer contributions to the Unemployment Benefits Fund, other than in respect of casual employees defined as persons who work for less than eight hours in any one week, or in respect of persons who by virtue of lawful reasons are exempt therefrom.

5.0 THE BASIC CONDITIONS OF EMPLOYMENT ACT (ACT 3 of 1983) (BCE ACT)

- 5.1 Contractors in their capacity as employers are required to comply with the provisions of the BCE Act with special reference to their employees' terms and conditions of employment.

6.0 THE INCOME TAX ACT (ACT 58 of 1962)

- 6.1 Contractors in their capacity both as business enterprises and employers are obliged to register and comply with the requirements of the Receiver of Revenue.

7.0 THE VALUE ADDED TAX ACT (ACT 89 of 1991)

7.1 Contractors in their capacity as business enterprises are required, if their annual turnover exceeds or is expected to exceed R150 000 by the end of February each year, to register as VAT vendors with the Receiver of Revenue for the purpose of paying, recovering, charging and returning VAT to the State via the Receiver of Revenue.

7.2 It is recorded that the Employer in this contract is registered as a VAT vendor.

8.0 THE ENGINEERING PROFESSION ACT OF SOUTH AFRICA (ACT 114 of 1990)

8.1 Where work undertaken in connection with this contract falls within the meaning of "*kinds of work reserved for professional engineers*" as fully set out in the Engineering Profession Act of South Africa 1990, or any amendments thereof, only persons registered in terms of the above Act, may assume full responsibility, according to competency under the Act, for the respective sections and phases of such work, as described in the Act, particularly in regard to design, supervision of construction and installation, and commission where applicable.

8.2 The Service Provider shall submit a certificate with the tender certifying compliance with all these requirements in connection with the preparation and submission of the tender and shall give an undertaking to comply in full during the contract period. Where applicable the Service Provider shall submit at the time of tendering the name(s), qualifications and address(es) of the Professional Engineer(s) responsible for the various disciplines and portions of the work comprising this contract.

9.0 GENERAL CONDITIONS OF THE CONTRACT

The General Conditions of Contract will form part of this bid documents and may not be amended.

10.0 NON-COMPLIANCE

10.1 The Employer in this contract will not under any circumstances be, or become party to, any act or omission by the Contractor and/or the Contractor's Sub-contractors and/or employees, which contravenes South African law.

10.2 Notwithstanding anything to the contrary in this tender document, and in addition to any other remedies the Council may have, if at any time during this contract, the Council discovers any contravention of the laws expressly mentioned herein or any other applicable law, then the Council shall have the right to cancel this contract forthwith. In such event, the Council shall not be liable for any loss or damages caused by such cancellation.

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS
BY LEASING FOR A PERIOD OF 36 MONTHS**

STANDARD SPECIFICATIONS

PURCHASE OF EQUIPMENT, PLANT, VEHICLES AND MATERIALS

1. **SCOPE**: This specification covers the general responsibilities applicable to the contract.

2. **DEFINITIONS**

Approved/Approval: Approved/approval by the Engineer.

Satisfactory: Capable of fulfilling or having fulfilled the intended function to the satisfaction of the Engineer.

3. **ABBREVIATIONS**

Wherever the following abbreviations and terms are used, they shall be deemed to refer to the latest edition, including all amendments, published before the day which is ninety (90) days before the closing date for receipt of tenders and shall be interpreted as follows:

ASTM	:	American Society for Testing Materials
BS	:	British Standard
BSCP	:	British Standard Code of Practice
SABS	:	South African Bureau of Standards
SMTM	:	Standard Methods of Testing Materials of the Department of Transport of the Republic of South Africa
SIS	:	Swedish Institute of Standards
AASHTO	:	American Association of State Highway and Traffic Officials
CSIR	:	Council for Scientific and Industrial Research
BRTA	:	British Road Tar Association
CBR	:	California Bearing Ratio
DDL	:	Draw Down Level
FSL	:	Full Supply Level
USBR	:	United States Bureau of Reclamation
RL	:	Reduced Level

4. **NO LIMITATION BY DESCRIPTION**

Nothing appearing in the Specification or Schedule of Quantities/Equipment shall limit the obligations and liabilities of the Supplier, the Engineer or the Council under the Standard Conditions of Contract.

5. **APPROVAL**

Any approval by the Engineer of any materials or plant and its operation, will not imply any relaxation of the Clauses of the Specifications governing the quality of the materials or of the finished work, nor relieve the Supplier of his responsibilities under the Contract.

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS BY LEASING FOR A PERIOD OF 36 MONTHS

SPECIFICATIONS

1.0 SCOPE OF WORKS

The Msunduzi Municipality calls for suitable Service Providers to Bid for the provision of services for the supply, delivery, installation, commissioning, maintenance and leasing of printers which must be able to Print, Scan to email and Copies

The Service Providers are expected to:

- 5.1** Supply, install, upgrade, and configure new Printers hardware components as per Service Providers Solution as per Original Equipment Manufacturer (OEM) specifications.
- 5.2** Perform ongoing maintenance and proactive monitoring of the Print Management Services to ensure optimal uptime and resilience.
- 5.3** Deliver comprehensive support and technical expertise for the Service Providers proposed printing solution.
- 5.4** Establish, operate, and maintain Service Desk that can deliver high-performance issue resolution and support services.
- 5.5** Propose and implement innovations and enhancements throughout the contract term.
- 5.6** Regularly review, assess and optimize the printing infrastructure to meet future scalability, performance, and compliance requirements.

2.0 PROJECT CHAMPION

For any **technical related enquiries regarding these specifications**, Tenderers must contact the following Project Champion:

Name and Surname : Sibusiso Ndlela
Contact Number : 033 392 2293
Email : Sibusiso.Ndlela@msunduzi.gov.za
Business Unit: Corporate Services - ICT

3.0 TENDER BRIEFING MEETING

A **compulsory Tender Briefing Meeting** will be held at **10h00 on Monday, 16 March 2026**, in Auditorium No. 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg, 3201. An official will chair the meeting and answer queries raised by prospective Tenderers.

Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register.

Tenders will not be accepted from Service Providers who have not attended the above meeting or has not signed the Attendance Register.

4.0 DETAIL SPECIFICATION

The Msunduzi Municipality currently utilises a centrally managed print services environment with largely standardised models deployed across key sites. The Municipality now seeks to build on this existing technology base to establish a secure, fully integrated Managed Print and Document Workflow environment that advances its digitisation, governance, and service delivery objectives. The intended outcome is a standardised, analytics-driven, and secure ecosystem that improves operational efficiency and citizen-facing service levels, while reducing total cost of ownership and strengthening digital records governance.

The Msunduzi Municipality requires the supply, delivery, installation, maintenance and leasing of printers for multi-purpose use which includes Printing, Scan to email and making copies.

Msunduzi shall appoint a maximum of two (2) Service Providers in order of preference at their tendered rate as first and second preferred.

Over a 36-month contract period, the appointed Service Provider will be required to:

- 4.1 Study, familiarise and propose compliant print technologies, solutions, and services aligned to the detailed specifications communicated throughout this bid document, with specific emphasis on model classes, printer hardware minimum requirements within each class, optional accessories and consumables, mandatory digitization through document management workflows solutions, and comprehensive managed print services requirements.
- 4.2 Provide a fully managed print service with defined SLAs, proactive monitoring, preventative maintenance, and rapid incident resolution across all municipal sites.
- 4.3 Implement secure, identity-based printing with authentication, pull-print release, and complete audit trails to support POPIA, records management, and internal policy compliance.
- 4.4 Enable digitisation at source through Optical Character Recognition “OCR/ICR” Intelligent Character Recognition, intelligent document capture, automated classification, metadata tagging, and seamless integration into approved municipal repositories and line-of-business systems.
- 4.5 Deliver robust information security controls, including encryption in transit and at rest, role-based access, secure workflows, redaction capabilities, and support for SIEM/centralised logging where required.
- 4.6 Support hybrid and mobile work styles through policy-based mobile/Bring Your Own Device (BYOD) printing and secure, touchless or low-touch authentication options.
- 4.7 Drive sustainability and cost efficiency through right-sized device allocation, duplex and mono defaults, automated meter readings, consolidated invoicing, and transparent departmental/functional charge-back reporting.
- 4.8 Maintain up-to-date technologies by supplying only new, OEM-supported devices and platforms, with a clear lifecycle and upgrade roadmap to mitigate obsolescence risk.

4.9 **PRINTER CATEGORIES & SPECIFICATIONS (OVERVIEW)**

The print environment will be standardised on predefined device classes (**Class 1 to Class 8**) to ensure consistency, scalability, and ease of support across all municipal sites. Each class represents a specific functional and volume profile.

Service Providers will be required to provide full OEM specifications that meet all specifications requirements and demonstrate their offered solution as below:

4.9.1 **Class 1 – Managed Single Function Mono Desktop Printer**

Managed Low-volume departmental/office device for basic duplex print.

Class 1 – Managed Single Function Mono Desktop Printer (Low-volume A6-A4)	
Category	Minimum Specifications
Print Single & Double Sided:	Mono: 40ppm
User Interface:	Colour control panel with keypad, Touchless login with QR codes and secure mobile print release, user authentication, printer information shortcuts, including network details, Wi-Fi Direct, general settings, print reports, network and security information.
Functions:	Duplex Print
Recommended Monthly Average Print/Copy Volume:	Up To 7500
Paper Size:	A6-A4, Envelopes: B5, C5 ISO, C6, and DL ISO.
Paper Weight:	60 to 175 g/m ²
Standard Paper Capacity Including Bypass Tray:	300 sheets
HDD Specifications:	4 GB eMMC
Minimum Memory:	1GB
Network And Connectivity:	Gigabit Ethernet 10/100/1000T, Two Hi-Speed USB 2.0 Host ports (for walk-up printing from a USB drive) and one Hi-Speed USB 2.0 Device port (for direct connection to a computer).
OS Compatibility:	Windows 11, Windows 10, Windows 8.1, Windows 7, Windows Server 2008 R2 SP1, Windows Server 2012, and Windows Server 2012 R2, macOS 10.12 Sierra, 10.13 High Sierra, 10.14 Mojave, 10.15 Catalina, Linux, UNIX, Android and iOS are supported.
Print Resolution:	1200 x 1200 dpi
Security Features:	Secure boot and firmware verification, storage encryption and secure eraser, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN
End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0, and Blue Angel

Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.

4.9.2 **Class 2A – Managed Multifunction Mono Desktop Printer**

Managed Low to medium-volume Multifunction device for shared offices and administrative use.

Class 2A – Managed Multifunction Mono Desktop Printer (Low to medium-volume A6-A4)	
Category	Minimum Specifications
Print & Copy Speed - Single & Double Sided:	Mono: 40ppm
Scan Speed - Single & Double Sided:	Single 43ppm / 43ppm
User Interface:	Colour Touchscreen with Touchless login with QR codes and secure mobile print release, Customizable Organization Welcome Screen, Unique User Home Screens, Custom One Touch Workflows, Open Extensibility Platform for advanced, custom workflow solutions.
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 15000
Paper Size:	A6-A4
Paper Weight:	60-200g per m ²
Standard Paper Capacity Including Bypass Tray:	650 sheets
ADF Type & Capacity:	DADF 100 Sheets
HDD Specifications:	Encrypted Storage 500GB With Secured Erase
Minimum Memory:	3.75GB
Network And Connectivity:	Hi-Speed Device USB 2.0; Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet; 1 Hardware Integration Pocket, 10Base-T, 100Base-Tx, 1000Base-T; 802.3az (EEE) support on Fast Ethernet and Gig Links; IPsec (standard); Optional 802.11a/b/g/n wireless, networking and second Ethernet port, BLE/NFC/Wireless, Apple AirPrint™; Mopria™ Certified; Google Cloud Print™
OS Compatibility:	Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Client OS; Android; iOS; Mobile OS; macOS 10.12 Sierra; macOS 10.13 High Sierra; macOS 10.14 Mojave
Copy Resolution:	600 - 600 dpi
Print Resolution:	1200 x 1200 dpi
Scan Resolution:	600 dpi
Scan Destinations:	Scan to DMS Workflow, Email, Scan to Network Folder/Secure Folder, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive, FTP/sFTP; LAN/Internet fax; local address book; SMTP over SSL

Specialized Scan Functions:	Microsoft Token Authentication Compliant, Embedded OCR, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew, Blank Page Removal, High Compression PDF / PDF/A
Security Features:	Secure boot and firmware verification, storage encryption and secure eraser, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN
End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0, and Blue Angel
Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.

4.9.3 **Class 2B – Managed Multifunction Colour Desktop Printer**

Managed Low to medium-volume Multifunction device for shared offices and administrative use.

Class 2B – Managed Multifunction Colour Desktop Printer (Low to medium-volume A6-A4)	
Category	Minimum Specifications
Print & Copy Speed - Single & Double Sided:	Colour: 40ppm
Scan Speed - Single & Double Sided:	Single 45ppm / 90ppm
User Interface:	Colour Touchscreen with Touchless login with QR codes and secure mobile print release, Customizable Organization Welcome Screen, Unique User Home Screens, Custom One Touch Workflows, Open Extensibility Platform for advanced, custom workflow solutions.
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 15000
Paper Size:	A6-A4
Paper Weight:	60-220g per m ²
Standard Paper Capacity Including Bypass Tray:	650 sheets
ADF Type & Capacity:	DADF 100 Sheets
HDD Specifications:	Encrypted Storage 500GB With Secured Erase
Minimum Memory:	6GB

Network And Connectivity:	1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host); 1 Hi-Speed USB 2.0 (host); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2), Optional 802.11a/b/g/n wireless, networking and second Ethernet port, BLE/NFC/Wireless, Apple AirPrint™; Mopria™ Certified; Google Cloud Print™
OS Compatibility:	Windows 11; Windows 10; Windows 8.1; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux; Chrome OS
Copy Resolution:	600 - 600 dpi
Print Resolution:	1200 x 1200 dpi
Scan Resolution:	600 dpi
Scan Destinations:	Scan to DMS Workflow, Email, Scan to Network Folder/Secure Folder, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive, FTP/sFTP; LAN/Internet fax; local address book; SMTP over SSL
Specialized Scan Functions:	Microsoft Token Authentication Compliant, Embedded OCR, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew, Blank Page Removal, High Compression PDF / PDF/A
Security Features:	Admin pin code toner lock, Secure boot and firmware verification, storage encryption and secure erase, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN
End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0, and Blue Angel
Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.

4.9.4 **Class 3 – Managed Multifunction Mono Workgroup**

Low-Mid volume A3 device for entry level A3 throughput environments and core processing areas.

Class 3 – Managed Multifunction Mono Workgroup (Low-Mid volume A3)	
Category	Minimum Specifications
Print & Copy Speed - Single & Double Sided:	Mono: 30ppm
Scan Speed - Single & Double Sided:	Single 90ppm / 180ppm

User Interface:	Colour Touchscreen with Touchless login with QR codes and secure mobile print release, Customizable Organization Welcome Screen, Unique User Home Screens, Custom One Touch Workflows, Open Extensibility Platform for advanced, custom workflow solutions.
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 20000
Paper Size:	up to A3
Paper Weight:	60-300g per m ²
Standard Paper Capacity Including Bypass Tray:	1140 sheets (2 x paper trays)
ADF Type & Capacity:	DADF 200 Sheets
HDD Specifications:	Encrypted Storage 500Gb With Secured Erase
Minimum Memory:	6GB
Network And Connectivity:	1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host); 1 Hi-Speed USB 2.0 (host); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2), Optional 802.11a/b/g/n wireless, networking and second Ethernet port, BLE/NFC/Wireless, Apple AirPrint™; Mopria™ Certified; Google Cloud Print™
OS Compatibility:	Windows 11; Windows 10; Windows 8.1; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux; Chrome OS
Copy Resolution:	600 - 600 dpi
Print Resolution:	1200 x 1200 dpi
Scan Resolution:	600 dpi
Scan Destinations:	Scan to DMS Workflow, Email, Scan to Network Folder/Secure Folder, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive, FTP/sFTP; LAN/Internet fax; local address book; SMTP over SSL
Specialized Scan Functions:	Microsoft Token Authentication Compliant, Embedded OCR, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew, Blank Page Removal, High Compression PDF / PDFA
Security Features:	Admin pin code toner lock, Secure boot and firmware verification, storage encryption and secure erase, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN
End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0, and Blue Angel
Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry

Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.
Basic Finisher:	Automatic stapling and stacking, 50 sheet stapling, Tray Capacity up to 500 sheets
Finisher Accessory:	Finisher Punch Unit
Consumables & Parts	
Staples	Staple Cartridge (min 5000 staples)

4.9.5 **Class 4A – Managed Multifunction Mono Workgroup**

Mid-High Volume A3 device for environments requiring accurate document reproduction and outputs.

Class 4A – Managed Multifunction Mono Workgroup (Mid-High Volume A3)	
Category	Minimum Specifications
Print & Copy Speed - Single & Double Sided:	Mono: 50ppm
Scan Speed - Single & Double Sided:	Single 90ppm / 180ppm
User Interface:	Colour Touchscreen with Touchless login with QR codes and secure mobile print release, Customizable Organization Welcome Screen, Unique User Home Screens, Custom One Touch Workflows, Open Extensibility Platform for advanced, custom workflow solutions
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 60000
Paper Size:	up to SRA3
Paper Weight:	60-325g per m ²
Standard Paper Capacity Including Bypass Tray:	1140 sheets
ADF Type & Capacity:	DADF 200 Sheets
HDD Specifications:	Encrypted Storage 500GB SSD With Secured Erase
Minimum Memory:	6GB
Network And Connectivity:	1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host); 1 Hi-Speed USB 2.0 (host); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2), Optional 802.11a/b/g/n wireless, networking and second Ethernet port, BLE/NFC/Wireless, Apple AirPrint™; Mopria™ Certified; Google Cloud Print™
OS Compatibility:	Windows 11; Windows 10; Windows 8.1; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux; Chrome OS
Copy Resolution:	600 - 600 dpi
Print Resolution:	1200 x 1200 dpi
Scan Resolution:	600 dpi

Scan Destinations:	Scan to DMS Workflow, Email, Scan to Network Folder/Secure Folder, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive, FTP/sFTP; LAN/Internet fax; local address book; SMTP over SSL
Specialized Scan Functions:	Microsoft Token Authentication Compliant, Embedded OCR, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew, Blank Page Removal, High Compression PDF / PDFA
Security Features:	Admin pin code toner lock, Secure boot and firmware verification, storage encryption and secure erase, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN
End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0 , and Blue Angel
Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.
Additional Paper Capacity:	Additional Dual Cassette Configuration (Additional minimum of 1000 sheets)
Advanced Finisher:	Booklet Finisher, stapling and stacking, C-folds, V-folds, 50 sheet stapling, 2000 sheet output
Finisher Accessory:	Finisher Punch Unit

4.9.6 **Class 4B – Managed Multifunction Colour Workgroup Printer**

Mid-High Volume A3 device for environments requiring accurate document reproduction and outputs.

Class 4B – Managed Multifunction Colour Workgroup (Mid-High Volume A3)	
Category	Minimum Specifications
Print & Copy Speed - Single & Double Sided:	Mono: 50ppm Colour: 50ppm
Scan Speed - Single & Double Sided:	Single 90ppm / 180ppm
User Interface:	Colour Touchscreen with Touchless login with QR codes and secure mobile print release, Customizable Organization Welcome Screen, Unique User Home Screens, Custom One Touch Workflows, Open Extensibility Platform for advanced, custom workflow solutions
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 60000

Paper Size:	up to SRA3
Paper Weight:	60-325g per m ²
Standard Paper Capacity Including Bypass Tray:	1140 sheets
ADF Type & Capacity:	DADF 200 Sheets
HDD Specifications:	Encrypted Storage 500GB SSD With Secured Erase
Minimum Memory:	6GB
Network And Connectivity:	1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host); 1 Hi-Speed USB 2.0 (host); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2), Optional 802.11a/b/g/n wireless, networking and second Ethernet port, BLE/NFC/Wireless, Apple AirPrint™; Mopria™ Certified; Google Cloud Print™
OS Compatibility:	Windows 11; Windows 10; Windows 8.1; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux; Chrome OS
Copy Resolution:	600 - 600 dpi
Print Resolution:	1200 x 1200 dpi
Scan Resolution:	600 dpi
Scan Destinations:	Scan to DMS Workflow, Email, Scan to Network Folder/Secure Folder, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive, FTP/sFTP; LAN/Internet fax; local address book; SMTP over SSL
Specialized Scan Functions:	Microsoft Token Authentication Compliant, Embedded OCR, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew, Blank Page Removal, High Compression PDF / PDFA
Security Features:	Admin pin code toner lock, Secure boot and firmware verification, storage encryption and secure erase, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN
End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0, and Blue Angel
Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.
Additional Paper Capacity:	Additional Dual Cassette Configuration (Additional minimum of 1000 sheets)
Advanced Finisher:	Booklet Finisher, stapling and stacking, C-folds, V-folds, 50 sheet stapling, 2000 sheet output
Finisher Accessory:	Finisher Punch Unit

4.9.7 **Class 5 – Managed Multifunction Mono Workgroup Printer**

High-Volume mono MFP for operations requiring high speed A4-SRA3 output.

Class 5 – Managed Multifunction Mono Workgroup (High Volume A3)	
Category	Minimum Specifications
Print & Copy Speed - Single & Double Sided:	Mono: 70ppm
Scan Speed - Single & Double Sided:	Single 90ppm / 180ppm
User Interface:	Colour Touchscreen with Touchless login with QR codes and secure mobile print release, Customizable Organization Welcome Screen, Unique User Home Screens, Custom One Touch Workflows, Open Extensibility Platform for advanced, custom workflow solutions
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 60000
Paper Size:	up to SRA3
Paper Weight:	60-325g per m ²
Standard Paper Capacity Including Bypass Tray:	1140 sheets
ADF Type & Capacity:	DADF 200 Sheets
HDD Specifications:	Encrypted Storage 500GB SSD With Secured Erase
Minimum Memory:	6GB
Network And Connectivity:	1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host); 1 Hi-Speed USB 2.0 (host); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2), Optional 802.11a/b/g/n wireless, networking and second Ethernet port, BLE/NFC/Wireless, Apple AirPrint™; Mopria™ Certified; Google Cloud Print™
OS Compatibility:	Windows 11; Windows 10; Windows 8.1; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux; Chrome OS
Copy Resolution:	600 - 600 dpi
Print Resolution:	1200 x 1200 dpi
Scan Resolution:	600 dpi
Scan Destinations:	Scan to DMS Workflow, Email, Scan to Network Folder/Secure Folder, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive, FTP/sFTP; LAN/Internet fax; local address book; SMTP over SSL
Specialized Scan Functions:	Microsoft Token Authentication Compliant, Embedded OCR, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew, Blank Page Removal, High Compression PDF / PDF/A
Security Features:	Admin pin code toner lock, Secure boot and firmware verification, storage encryption and secure erase, TLS 1.2 plus, IPsec, 802.1X, SNMPv3, role-based access and PIN

End Point Security (Enterprise Print Standard):	BIOS integrity self-healing, Firmware Whitelisting, Run-time Intrusion Detection, Control Flow Integrity, Automatic recovery with self-healing reboot function, Network anomaly detection, Self-healing architecture & NIST-aligned resiliency, Secure cartridges with tamper-resistant chips/firmware, Secure boot with firmware validation, automatic firmware updates, unique device password, and write-protected memory.
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold, Energy Star 3.0, and Blue Angel
Software Pack:	Universal Print Driver, Fleet Management & Monitoring with Embedded web admin plus central fleet tool for config alerts firmware meters and telemetry
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.
Additional Paper Capacity:	Additional Dual Cassette Configuration (Additional minimum of 1000 sheets)
Advanced Finisher:	Booklet Finisher, stapling and stacking, C-folds, V-folds, 50 sheet stapling, 2000 sheet output
Finisher Accessory:	Finisher Punch Unit

4.9.8 **Class 6 – Managed Multifunction Colour (Digital Press)**

Versatile Digital-press devices with professional finishing options for dedicated central print room applications.

Class 6 – Managed Multifunction Colour (Digital Press)	
Category	Minimum Specifications
Print Speed - Single & Double Sided:	Mono: 130ppm Colour: 130ppm
User Interface:	Production DFE with touchscreen console; scheduler; remote manager for multi-engine queues; pixel-level preview & late-stage edits
Functions:	Digital Colour Press
Recommended Monthly Average Print/Copy Volume:	Up To 1 200 000
Paper Size:	up to SRA3
Paper Weight:	60-450g per m ²
Standard Paper Capacity:	4000 sheets
ADF Type & Capacity:	DADF 100 Sheets
HDD Specifications:	1 TB SSD DFE-managed secure storage with authenticated job handling and purge
Minimum Memory:	6GB
Network And Connectivity:	Gigabit Ethernet: remote job submit/monitor; SMB/FTP/Email; LDAP/SSO
OS Compatibility:	Standard print workflows via DFE (Windows/macOS/Linux)
Print Resolution:	2400 x 2400 dpi
Security Features:	Role-based operator access, authenticated job release, audit/queue controls (DFE)
Energy Efficiency Standards:	ENERGY STAR® certified, EPEAT® Gold.

Software Pack:	Fleet Management & Monitoring: remote manager for multi-press control, job status & alerts, production analytics/dashboard
Service Suite:	3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Consumables (Excl Paper & Staples), Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.
High-Capacity Feeder:	Additional 5000 sheets
Advanced Finisher:	Booklet finisher, V-folding, Booklet Trimmer, Saddle-stitching and stapling, 1,000/4,000-sheet trays, 2/4-hole punch
Perfect Binder with Cutter	Hot-melt glue perfectly binding, stack-rotation cutting in 3 directions (top, bottom, fore-edge), or a 1-direction fore-edge cut, or not cut. Finished Book Dimensions (after 3-way trim: Width: 203 mm to 297 mm, Length: 138 mm to 216 mm, Glue Capacity: ~ 0.8 lb. (≈ 380 g) assuming 100-sheet A4 books. Paper for Body (inner pages): For 52–63 g/m ² : 30 to 200 sheets, For 64–80 g/m ² 10 to 200 sheets, For 81–90 g/m ² 10 to 150 sheets, For 91–105 g/m ² 10 to 150 sheets, For 106–163 g/m ² up to 10 sheets (if used as insert) or up to 25 mm thickness when bundled. Cover Sheet: 1 cover sheet per book, Acceptable sizes: A3, SRA3, or “free size” from 257 × 364 mm up to 330.2 × 487.7 mm, Cover paper weight: 90 to 300 g/m ² . Trim / Cutting Ranges: Top / bottom edge trim: 6.5 mm to 39.5 mm, Fore-edge trim: 6.5 mm to 49.5 mm.
Print Server	Fiery print controller

4.9.9 **Class 7 – Wide Format MFP**

Robust device suited for specialised wide format printing and scanning.

Class 7 – Wide Format MFP (A4-A0)	
Category	Minimum Specifications
Print Speed	Mono: up to 130 m ² /hr. & Colour: up to 130 m ² /hr.
Scan Speed	Mono: up to 10 inches/sec & Colour: up to 4.5 inches/sec
User Interface:	Colour Touchscreen with Direct Operations and Simplified Workflow Shortcuts, Guided Processes, Status Information, Admin Controls with Security Settings and User Authentication.
Functions:	Copy, Print, Scan
Recommended Monthly Average Print/Copy Volume:	Up To 5000 A0 Prints / Copies
Paper Size:	A4-A0
Paper Weight:	80 g/m ² - 800 g/m ² .
Standard Paper Capacity Including Bypass Tray:	Dual Paper Roll up to 170mm per roll.
HDD Specifications:	Encrypted Storage min 500GB SSD
Processing Minimum Memory:	8 GB
Network And Connectivity:	Gigabit Ethernet; High Speed USB with Direct Print & Scan; Wi Fi, Bluetooth
OS Compatibility:	Windows: Windows 11, 10, 8.x, 8, 7, and Windows Server versions (2003, 2008, 2012, 2016, 2019, 2022, 2025), macOS: macOS 10.12, 10.13, 10.14, 10.15, 11, 12, 13, 14, 15, Mac OS X 10.5.x - 10.11.x. Linux

Print Resolution:	2400 x 1200 dpi
Scan Resolution:	600 x 600 dpi
Scan Destinations:	Scan to DMS Workflow, HDD/SSD, Email, Scan to Network Folder/Secure Folder, FTP Server, Scan to USB Drive, Scan to SharePoint, OneDrive, Google Drive,
Specialized Scan Functions:	Preview, OCR, Searchable PDF, Ai Data Extraction & Indexing, Metadata Capture, Auto Crop, Descrew
Security Features:	Standard & AAES-256 encryption, Encrypted Storage, Image Overwrite, Secured PDF Output, Trusted Platform Module, User Authorization, Pin Code Release, LDAP, IPsec, SSL/TLS, SNMP v3, IEEE802.1x authentication, WPA3, Secure Scan Destinations
Energy Efficiency:	Max Power 120w
Standard Emulations:	ESC/P-R, PostScript 3, Adobe® Postscript 3®, PDF 1.7, HP-GL2, RTL
Service Suite:	3 Year NBD Warrantee, 3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings, Monthly MPS Reporting.
Consumables & Parts	
Ink	Black (Min 300ml) * which could include Grey or different types / shades of Black Ink
Ink:	Colour (min 300ml) * per colour which could include Cyan, Magenta, Yellow etc.
Replacement Parts:	Cutter Blades
Replacement Parts:	Printhead
Replacement Parts:	Waste Container
Other:	To be specified in pricing schedule

4.9.10 Class 8 – Thermal Label Printing

Devices reserved for specific, approved use cases (e.g. label/receipt printers or other defined municipal applications).

Class 8 – Thermal Label Printing	
Category	Minimum Specifications
Print Speed:	260mm/s
Acoustic Noise:	80 db.
Functions:	Thermal Line Printing
Dimensions:	185.7 x 140 x 134 mm (Depth x Width x Height).
Paper Size:	Max diameter 80 mm
Font style:	Font A: 12x24 dot matrix, Font B: 9x17 dot matrix.
Character pitch:	10,12, 13.3, 17.1, 20(NQL not available at 20 pitch)
Print Resolution:	600 dpi
Printing width:	79.5 ± 0.5 mm and a maximum printable area of 72 mm
Barcode:	UPC-A UPC-E JAN13 (EAN13), JAN8 (EAN), CODE39, ITF, CODABAR (NW-7), CODE93, CODE128, GSI-128, GS1 DATABAR

Ribbon life:	MX ultra-capacity ribbon for bar code, OCR and text application – 90 million character MX label ribbon for shiny or coated label face stocks – 65- million characters
Interface:	USB INTERFACE + another selection: parallel, powered USB, ETHERNET, WIRELESS
Service Suite:	3 Year NBD Warrantee, 3 Year Comprehensive Managed Print Service Suite Including Permanent On-Site Tech Support, Service, Preventative Maintenance, Service & Repair Parts, Loan & Backup Devices, Device Movement & Relocation, Monthly SLA Performance Meetings
Consumables & Parts:	
Thermal Receipt Paper Rolls	Width: 79.5 mm ± 0.5 mm, Maximum Diameter: 80 mm, Thickness: 0.06 mm - 0.08 mm

5.0 SERVICE PROVIDER REQUIREMENTS

5.1 OEM Accreditation

- 5.1.1 Current **authorised partner/reseller status** for all proposed OEM devices and related software platforms.
- 5.1.2 OEM-issued confirmation that the Service Provider is accredited to **supply, implement, and support** the proposed models/solutions for the full contract term.
- 5.1.3 Commitment that only **new, original OEM equipment** will be supplied (no grey imports or refurbished units).

5.2 Local Presence & Support Infrastructure an advantage

- 5.2.1 Established **operational presence in the local Municipality**, including.
- 5.2.2 Office facilities.
- 5.2.3 Warehousing/storage for equipment, parts, and consumables.
- 5.2.4 Technical workshop capability.
- 5.2.5 Evidence that infrastructure is sufficient to support multi-site municipal operations.

5.2 Technical Capacity & Human Resources

- 5.2.1 Demonstrable **structured support organisation**, including:
- 5.2.2 Dedicated service management function.
- 5.2.3 Central service desk / call-logging function.
- 5.2.4 Remote first-line support capability.
- 5.2.5 Field technical resources for on-site support.

5.3 Minimum core technical team for this contract:

- 5.3.1 At least **five (5)** OEM-certified technicians, with the technical team collectively holding current OEM accreditation and certifications for all proposed printer models and the managed print software (MPS) platform.
- 5.3.2 Permanently stationed on site technician (dedicated resources)
- 5.3.3 CVs and relevant certifications to be provided for technical resources.

5.4 **Regulatory, Security & Environmental Commitments**

- 5.4.1 Commitment to align with:
- 5.4.2 Applicable information security, privacy, and records-management legislation and policies of the Municipality.
- 5.4.3 OEM and statutory guidelines for **e-waste, device disposal, and consumable recycling**.
- 5.4.4 Ability to support secure handling and sanitisation of devices and data-bearing components as per the technical sections.

5.5 **Value-Added Capability (Non-Mandatory, For Scoring)**

- 5.5.1 Demonstrated capacity to provide additional services or tools that enhance:
- 5.5.2 Operational efficiency.
- 5.5.3 Governance, reporting, or transparency.
- 5.5.4 Historic and continued records/document management services, sustainability and lifecycle management.
- 5.5.5 Any value-adds must be clearly described and costed separately on a company letterhead signed by an authorised company representative.

6.0 **PRINT SOLUTION ECOSYSTEM CHARACTERISTICS**

The proposed print solution must operate as a **single, standardised, secure and fully managed ecosystem** across all municipal sites. The solution is required to deliver at least the following characteristics:

6.1 **Standardised, Modern Technology**

- 6.1.1 Standardised deployment of current-generation multifunction print technologies aligned to municipal operational requirements.
- 6.1.2 Only new, OEM-supported devices with a clear lifecycle roadmap and upgrade path.
- 6.1.3 Design that is scalable and **future-ready** for changes in volume, applications, and technology.

6.2 **Security, Data Sovereignty & SIEM Integration**

- 6.2.1 Embedded security features to protect:
- 6.2.2 Administrative consoles and device credentials.
- 6.2.3 User accounts and print/scan transactions.
- 6.2.4 Encrypted data in transit and at rest for print, copy, scan and fax (where applicable).
- 6.2.5 Access control and restrictions aligned with municipal policies.
- 6.2.6 Monthly printer fleet security audits, vulnerability scans, and penetration tests

6.3 **Integration & Workflow Enablement**

- 6.3.1 Seamless integration with existing and future municipal platforms and applications.
- 6.3.2 Support for printer-embedded and/or server-based workflow solutions to:
Enable digitisation at source.
- 6.3.3 Integrate to electronic document management and line-of-business systems.
- 6.3.4 Automate routine document processes and approvals.

6.4 Comprehensive Managed Print Service (MPS) Suite

The print environment must be delivered and supported as a **fully managed service**, including at minimum:

- 6.4.1** Service, support, maintenance, preventative maintenance and repairs.
Provision and management of:
 - 6.4.1.1** Repair parts and service parts.
 - 6.4.1.2** All consumables for applicable devices (excluding paper and staples).
 - 6.4.1.3** On-site buffer stock for critical consumables and parts where required.

- 6.4.2** Sufficient standby emergency back-up / loan devices:
 - 6.4.2.1** Devices to be equivalent in speed, function and duty cycle to primary units.
 - 6.4.2.2** Deployment timeframes to align with contractual SLA.
 - 6.4.2.3** Management of device movements, relocations and volume balancing in line with lifecycle and utilisation.

- 6.4.3** Autonomous fleet monitoring platform for proactive remote support, including:
 - 6.4.3.1** Automated error and alert notifications.
 - 6.4.3.2** Status, meter readings, consumable levels and forecasting.
 - 6.4.3.3** Remote diagnostics and support capability.

- 6.4.4** Implementation and administration of:
 - 6.4.4.1** Print policies and budgets.
 - 6.4.4.2** User authentication and access profiles.
 - 6.4.4.3** Rules for colour/mono, duplex, volume controls and cost containment.

- 6.4.5** Long-term sustainability and environmental impact management, including:
 - 6.4.5.1** Right-sizing of devices.
 - 6.4.5.2** Reduced waste and optimised energy use.
 - 6.4.5.3** Responsible end-of-life and e-waste processes.

- 6.4.6** Regular security posture assurance, including:
 - 6.4.6.1** Periodic fleet security reviews and configuration checks.
 - 6.4.6.2** Support for vulnerability assessment and remediation activities.

- 6.4.7** Customised monthly managed print and business intelligence reporting, including:
 - 6.4.7.1** Fleet performance and utilisation.
 - 6.4.7.2** Visibility of volumes by user/department/site.
 - 6.4.7.3** Workflow and digitisation trends.
 - 6.4.7.4** Cost and waste reduction metrics.
 - 6.4.7.5** Sustainability indicators.
 - 6.4.7.6** To be tabled at structured SLA performance review meetings.

7.0 MANAGED PRINT SOFTWARE SPECIFICATIONS

The Municipality requires an enterprise Managed Print and Document Workflow Management Platform (“the Platform”) to centrally manage printing, scanning, document capture, routing, security, cost control, monitoring, and reporting across all approved devices and sites. All requirements below are mandatory, unless otherwise stated.

7.1 Scope of Supply

- 7.1.1** The Service Provider MUST supply, configure, and support the Platform for the full contract term.
- 7.1.2** The Platform MUST manage print, copy, scan, document capture, routing, user access, cost control, reporting, fleet monitoring, analytics, and (where applicable) payment / cost-recovery.
- 7.1.3** The Platform MUST support mixed / multi-vendor printer and MFP fleets (no single-OEM lock-in).
- 7.1.4** The Platform MUST support central administration for head office and all remote / satellite sites.
- 7.1.5** The Service Provider MUST provide deployment, documentation, handover, and basic administrator training.

7.2 User Authentication & Access Control

- 7.2.1** Authentication at device level is mandatory before print/copy/scan use.
- 7.2.2** Supported login methods MUST include at least one of: PIN, employee card, username/password, QR code, secure mobile-based release.
- 7.2.3** Touchless login/release via QR and/or mobile credentials MUST be supported without proprietary hardware add-ons.
- 7.2.4** The Platform MUST support roaming staff, shared workspaces, mobile/BYOD and managed guest access under policy.
- 7.2.5** Temporary/visitor credentials MUST be supported.
- 7.2.6** Role-based access MUST ensure users only see authorised functions, queues, and destinations.
- 7.2.7** Customisation of device panel labels, buttons, layout and language MUST be supported.

7.3 Secure Print Release / Follow-Me Printing

- 7.3.1** The Platform MUST support secure pull-print / follow-me printing.
- 7.3.2** Jobs MUST be held securely and released only when the authenticated user triggers release at an authorised device (including via mobile/QR).
- 7.3.3** Mobile/BYOD/guest job submission with secure release MUST be supported.
- 7.3.4** Central print policies (e.g. duplex default, colour restrictions, watermarks) MUST be enforceable at release.

7.4 Scanning, Capture & Workflow Routing

- 7.4.1** One-touch scan workflows MUST support at least: Scan to email; Scan to departmental/network folder; Scan to user home/personal folder; Scan to approved enterprise repositories (e.g. SharePoint, OneDrive) where enabled.
- 7.4.2** Administrators MUST be able to pre-define and lock destinations.
- 7.4.3** OCR and searchable PDF/PDF-A output are mandatory.
- 7.4.4** Mandatory metadata prompts (e.g. case number, cost centre, project ID) MUST be supported. Automated classification and routing to correct folders/teams/workflows MUST be supported.

- 7.4.5 Structured data outputs (e.g. CSV/Excel, XML, JSON) MUST be supported.
- 7.4.6 Automatic redaction of defined sensitive fields MUST be available.

7.5 **Identity / Directory Integration**

- 7.5.1 The Platform MUST integrate with Microsoft Entra ID / Azure AD, on-prem AD/LDAP, and Google Workspace (where applicable).
- 7.5.2 Users and groups MUST synchronise without manual per-user recreation.
- 7.5.3 Permissions, quotas and policies MUST map from directory roles/groups.
- 7.5.4 Authenticated users MUST be linked to authorised storage locations without manual mapping per user.

7.6 **Endpoint / Desktop Support**

- 7.6.1 Tooling/agents MUST auto-deploy appropriate print queues and drivers by user/role/department/location.
- 7.6.2 Tooling/agents MUST enforce default settings (e.g. duplex, mono) and prompt for accounting codes where required.
- 7.6.3 MUST support Windows and macOS; policy-controlled Chromebook/BYOD/guest submissions.
- 7.6.4 MUST align with modern identity sign-in.
- 7.6.5 MUST support multiple policy profiles within one system.

7.7 **Cost Control, Quotas, Payment & Charge-Back**

- 7.7.1 Full logging per user/device/department/cost centre/project is required.
- 7.7.2 Quotas/allowances or credit limits MUST be enforceable with warnings/blocks.
- 7.7.3 Standard cost/usage reports (mono vs colour, duplex ratios, device/department volumes) MUST be available.
- 7.7.4 Watermarks and print-rule enforcement MUST be supported.
- 7.7.5 Pay-per-use / cost-recovery workflows for designated environments MUST be supported.
- 7.7.6 Integration with approved payment or credit mechanisms MUST be supported without additional connector licence/activation fees.
- 7.7.7 Internal charge-back MUST be supported without manual spreadsheet reconciliation.

7.8 **Fleet Monitoring & Device Management**

- 7.8.1 Central dashboard of all devices (status, online/offline, errors) is required.
- 7.8.2 Remote meter readings, consumable levels and alerts MUST be supported.
- 7.8.3 Multi-site / branch management MUST be available from a single console.

7.9 **Audit Trail, Compliance & POPIA Support**

- 7.9.1 Audit logs for all print/copy/scan/fax activity are mandatory.
- 7.9.2 Each entry MUST include at least: user, timestamp, device, and (for scans) chosen destination/workflow.
- 7.9.3 Platform MUST support traceability for governance, POPIA, investigations, and external audit.
- 7.9.4 Controls MUST support secure release, restricted scan destinations, and optional automated redaction.
- 7.9.5 Audit and reporting data MUST be exportable in standard formats.

7.10 **Business Continuity, Failover & Upgrades**

- 7.10.1 Controlled failover MUST allow printing to continue during outages without bypassing security or audit.
- 7.10.2 All jobs processed during failover MUST reconcile back into the audit trail.
- 7.10.3 Distributed/branch queues MUST allow continued operation if WAN/head-office links are down.
- 7.10.4 Embedded/agent upgrades MUST not cause meaningful downtime or service interruption.
- 7.10.5 High-availability behaviour for critical services MUST be supported.

7.11 **Branding, Usability & Change Management**

- 7.11.1 The Platform MUST allow municipal branding on panels and user notifications.
- 7.11.2 Department-specific, plain-language buttons MUST be supported.
- 7.11.3 Users/departments MUST be able to save favourites / one-touch workflows.
- 7.11.4 On-boarding content and notifications MUST be configurable by the Municipality.

7.12 **Reporting & Management Information**

- 7.12.1 Central reporting dashboard with live usage, cost, device status and workflow data is required.
- 7.12.2 Standard and custom reports MUST cover usage by device/site/department; colour vs mono; duplex vs simplex; cost allocation and quota consumption; scan workflows and destinations; device health and incident trends.
- 7.12.3 Reports MUST be exportable (CSV/XLSX/JSON) and schedulable.
- 7.12.4 Integration with Microsoft Power BI (or equivalent) MUST be supported at no extra connector/licence cost.

7.13 **Operations & Support**

- 7.13.1 The Service Provider MUST provide a support capability able to receive, triage and respond to incidents affecting covered sites.
- 7.13.2 Clear human escalation paths for high-severity faults, outages, or compliance issues MUST be defined.
- 7.13.3 An online knowledge base and/or guided assistance interface MUST be available to support end users and administrators.

8.0 **DIGITISATION – DOCUMENT MANAGEMENT WORKFLOW FUNCTIONS**

Multifunction print technologies must operate as distributed workflow engines that digitise, classify, secure, automate, and route documents into municipal business systems at the earliest point of capture. Devices and the Platform together must support the Municipality's digital records governance, enabling hybrid teams to work efficiently with reduced paper handling and auditable, policy-based workflows.

8.1 **Document Capture & Automation (Mandatory)**

- 8.1.1 Must provide OCR and ICR for printed and handwritten content to reduce manual data entry.
- 8.1.2 Must support automatic data extraction, field recognition, and basic validation of required fields.
- 8.1.3 Must support AI-assisted classification, auto-naming, and metadata tagging aligned to municipal use cases (e.g. account, case, application, permit).

- 8.1.4 Must support creation of searchable PDFs and structured data outputs (e.g. XML/JSON/Excel) for municipal systems.

8.2 AI-Driven Data Extraction & Indexing

- 8.2.1 Must support batch ingestion of mixed/unstructured documents in a single workflow.
- 8.2.2 Must identify, classify, and sort documents using rules and/or machine learning.
- 8.2.3 Must handle both printed and handwritten input via OCR/ICR.
- 8.2.4 Must support configuration-based redaction of sensitive or regulated data.
- 8.2.5 Must generate searchable PDF/A outputs suitable for records governance.
- 8.2.6 Must generate structured data sets for ingestion into municipal line-of-business systems.
- 8.2.7 Must offer optional proof-view / field-level validation screens for human verification before commit.
- 8.2.8 Should be capable of improving routing and recognition accuracy over time based on supervised feedback.

8.3 Workflow System Integration

- 8.3.1 Must integrate with approved municipal repositories and systems (e.g. SharePoint, OneDrive, structured folders, case/ERP platforms) as defined elsewhere in this document.
- 8.3.2 Must allow execution of predefined workflows directly from the device panel or Platform interface to minimise manual steps.
- 8.3.3 Must reduce reliance on ad-hoc, workstation-based scan handling.

8.4 Information Security & Privacy Protection

- 8.4.1 Must enforce end-to-end encrypted data transmission for all captured content.
- 8.4.2 Must avoid unmanaged or persistent storage of documents outside authorised municipal repositories; temporary processing storage must be securely cleared after completion.
- 8.4.3 Must support alignment with recognised information-security standards (e.g. ISO 27001 or equivalent controls).
- 8.4.4 Must support strong authentication, audit trails, and least-privilege access to workflows and destinations.
- 8.4.5 Must support automatic redaction of Personally Identifiable Information (PII) and other sensitive fields where configured.

8.5 Network & Infrastructure Requirements

- 8.5.1 Must support secure, policy-based connectivity to municipal networks and approved cloud services using authorised APIs and protocols only.
- 8.5.2 Must not require unsecured email-based routing as the primary mechanism for workflow integration.

8.6 Operational Continuity & Performance

- 8.6.1 Must support high-performance, parallel processing of multi-page documents suitable for municipal volumes.
- 8.6.2 Must be designed for high availability in conjunction with the Platform's continuity requirements set out elsewhere in this document.
- 8.6.3 Must support monitoring of processing performance and queue health for capacity planning.

8.7 Fleet Governance & Administration

- 8.7.1 All embedded workflow applications and connectors must be securely managed, version-controlled, and monitored.
- 8.7.2 Must support remote policy enforcement and role-based access to workflows.
- 8.7.3 Must provide reporting and analytics on digitisation volumes, workflow usage, exception rates, and processing outcomes to support governance and optimisation.

8.8 Hybrid Workforce Support

- 8.8.1 Must support secure access to workflows for authorised users operating across head office, satellite sites, and remote/hybrid environments.
- 8.8.2 Must allow secure retrieval, printing, and submission to authorised repositories without requiring unmanaged local copies or manual transfers.

9.0 CONTRACT PERIOD

The duration of the contract is 36 Months from the date of award.

10.0 PLACE OF DELIVERY AND DELIVERY PERIOD

The goods are to be delivered to the Information and Communications Technology Unit, 2nd Floor, A S Chetty Building, 333 Church Street, Pietermaritzburg within 30 days from date of receiving an official Purchase Order. For the attention of the Senior Manager Information Communication Technology.

11.0 INSURANCES REQUIRED

The appointed Service Provider should have public liability insurance for the value of **R2 million** for any single claim, and it should be valid for the duration of the contract period.

The Service Provider must ensure that all goods are insured against any breakages, theft and/or damages. All defective equipment must be immediately removed and replaced with new at no extra cost to council.

12.0 PENALTIES

- 12.1 All materials or equipment must be delivered within thirty 30 days of receiving the official Purchase Order, unless stated otherwise in an accepted offer. If the Contractor misses the deadline, Council may charge a penalty of 0.1% of the contract value or R2,500.00 per day (excluding VAT).
- 12.2 The Municipality reserves the right to deduct such costs from any monies due to the Contractor, or which may become due to the Contractor.

13.0 COMPLIANCE WITH ANY LEGISLATION, BYLAWS, ETC

- 13.1 MSCOA Compliance
- 13.2 MFMA Act No, 56 of 2003
- 13.3 SAP Compliance

14.0 GUARANTEE/WARRANTY/DEFECTS LIABILITY PERIOD

The guarantee/warranty/defects liability period required for the multi-function printers should be **3 years from date of goods received.**

15.0 ESCALATION

The price is to remain firm for the first twelve (12) months and thereafter subject to escalation in accordance with CPI for maintenance and support, and Rate of Exchange (Roe) or Original Equipment Manufacturer (OEM) Annual increase for consumables and parts.

16.0 MAINTENANCE PERIOD

Monthly rental charges must be fixed for the contract Period. Monthly maintenance charges must be based on cost per copy and include all materials. Condition of service must be based on site service. Cost per copy will include staples, drum cartridge, fuser rollers, toner labor and all replacement parts. Maintenance and service will be fixed for the 1st year and thereafter subjected to CPIX for the remainder of 24 months.

17.0 MANDATORY CRITERIA

Description of Mandatory Requirement	Service Provider Capacity Trait to be tested by the Mandatory Requirement	Custodian/Principal of Mandatory Requirement	Documentary proof: NB: Commissioner of Oaths required by law or Other verification method possible
Full Documentation and Specification of model/s of equipment tendered for.	Specification Compliance	Original Equipment Manufacturer	Original Manufacturer's Brochure showing full specification
Tendered equipment SAP compliance	Specification Compliance	Third Parties	Contactable client references and proof of business address that the devices are SAP compliant
NOTE that failure to comply with the above Mandatory Criteria shall lead to disqualification.			

18.0. EVALUATION CRITERIA

The 80/20 Preference Point System shall apply in accordance with the Public Procurement Act No 28 of 2024, Chapter 4 of Preferential Procurement with 80 Points for Price and 20 Points for specific goals.

19.0. FUNCTIONALITY

NB: the municipality reserves the right to verify the validity of the information submitted.

Item	Category	Criteria	Points	Verification Method
1.	Public Sector Company Experience	5 or more Demonstrated public sector company experience with similar multi-site managed print / workflow projects and document solution.	25	Service Providers to attach the following proof of company experience in public sector to obtain points.

		3 to 4 Demonstrated public sector company experience with similar multi-site managed print / workflow projects and document solution.	15	Signed Reference letters: Reference letters should consist of the following: Organizations' letterhead, Description of the contract; time frame of the project; performance evaluation of the Service Provider (performance evaluation was satisfactory, was the project completed on time); contact details of the respective referee.
		1 to 2 Demonstrated public sector company experience with similar multi-site managed print / workflow projects and document solution.	5	
2.	Original Equipment Manufacturer Accreditation Depth	OEM accreditation for all printer models with confirmation of support for full contract period. Include MPS OEM partner accreditation.	25	Service Providers to attach the following proof of experience to obtain points. 1. OEM accreditation for all printer models with confirmation of support for full contract period. 2. MPS OEM partner accreditation
3.	Original Equipment Manufacturer Partnership	Proof of authorized OEM partner/reseller status for all proposed OEM(s)	25	Service Providers to attach the resellers certificate as proof to obtain points. 1. OEM partnership letter/s or OEM partnership certificate/s.
4.	Technicians' Skills	Five (5) or more Original Equipment Manufacturer -certified technicians	25	Service Providers to attach Technicians OEM Certificates as proof to obtain points. 1. OEM Technicians' Certificates
		Four (4) Original Equipment Manufacturer -certified technicians	15	
		Three (3) and below Original Equipment Manufacturer -certified technicians	0	
Total Functionality Points			100 points	
Threshold to qualify for Stage Two			85 % (85 points)	

20. SPECIFIC GOALS

The allocation of Preference Points will be according to the following Specific Goals:

Criteria	Allocation of Points (Max 20 Points)	Verification Methods
Black Owned Enterprise		
≥ 51% Black owned Enterprise or 51% management Control by South African Black People.	6	CSD or CIPC

Business Enterprise Owned by Woman		
≥ 51% Woman Owned Enterprise and Controlled by one or more woman or 51% Management control by one or more woman.	6	CSD or CIPC
Locality of the Business		
Business Situated Within the Msunduzi Municipality's Area of Jurisdiction	8	CSD or CIPC or Utility Bill
TOTAL POINTS AWARDED	20	

20.1 A maximum of 20 points shall be allocated. Service Providers shall score preference points based on combination of any other goals.

21. ANY OTHER IMPORTANT INFORMATION

21.1 Msunduzi Municipality will enter into a 36-month Service Level Agreement (SLA) with a successful Service Provider/Service Provider.

21.2 In the event that the detailed specification is discontinued, ICT will consider the most recent developments in the manufacturer's specification and standardize from that point forward in consultation with Supply Chain Management (contract Management). It is important to acknowledge that the ICT industry undergoes frequent changes to introduce new cutting-edge sophistication and development that improve the industry. The new commodities that were not included in the original tender will not be included in this.

21.3 Msunduzi Municipality will only accept a supply of New Sealed Equipment from the Original Equipment Manufacturer.

21.4 Any equipment added during the contract period must have a common termination date.

21.5 If during the agreed contract period the tenderer is unable to fulfil any of the obligations set out in this specification, the Council shall have the right to terminate all or any part of the contract on one month's written notice.

21.6 No additional delivery, installation, relocation, or removal cost must be charged during the contract period.

21.7 A two-hour on-site response is required to service or maintenance calls made by user departments on request at no cost to Council prior to award.

21.9 A consolidated (one) invoice for rental and maintenance charges with summary of Council departments to be submitted monthly.

21.10 In the event where a color printer is used for printing or copying in Black and White therefore a price for Mono copies will be implemented.

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS BY LEASING FOR A PERIOD OF 36 MONTHS

PRICE SCHEDULE

NOTE that failure to complete the Bill of Quantities below in its entirety will result in automatic disqualification.

BILL OF QUANTITIES					
ITEM 1 - MPS Fixed Monthly Charges (Per Unit)					
Device Class	Description	Monthly Volume Range (Min-Max)	Fixed Monthly Rental per Device (Excl. VAT)	MPS Mono Cost per Copy (Excl. VAT)	MPS Colour Cost per Copy (Excl. VAT)
CLASS 1	Managed Single Function Mono Desktop Printer		R	R	R
CLASS 2A	Managed Multifunction Mono Desktop Printer		R	R	R
CLASS 2B	Managed Multifunction Colour Desktop Printer		R	R	R
CLASS 3	Managed Multifunction Mono Workgroup Printer (Low - Mid Volume)		R	R	R
CLASS 4A	Managed Multifunction Mono Workgroup Printer (Mid - High Volume)		R	R	R
CLASS 4B	Managed Multifunction Colour Workgroup Printer (Mid - High Volume)		R	R	R
CLASS 5	Managed Multifunction Mono Workgroup Printer (High Volume)		R	R	R
CLASS 6	Managed Multifunction Colour (Digital Press)		R	R	R

CLASS 7	Managed Multifunction Colour Printer (Wide Format)		R		
CLASS 8	Thermal Receipt Printer		R		
Sub Total (Excl Vat)			R	R	R
Monthly Rentals - Sub Total (Excl Vat)					R
Copy Charges Mono - Sub Total (Excl Vat)					R
Copy Charges Colour - Sub Total (Excl Vat)					R
ITEM 1 – Sub Total (Excl Vat) Carried To summary Page					R
ITEM 2 - Consumables & Parts					
Device Class	Parts	Description			Outright Purchase Price per Unit (Excl. Vat)
CLASS 1 to Class 5 MFP	Staples	Staple Cartridge (min 5000 staples)			R
CLASS 6 Digital Press	Staples	Staple Cartridge (min 5000 staples)			R
CLASS 8 Wide Format	Ink	Black (Min 300ml) * which could include Grey or different types / shades of Black Ink			R
CLASS 8 Wide Format	Ink:	Colour (min 300ml) per colour which could include Cyan, Magenta, Yellow etc.			R

CLASS 8 Wide Format	Replacement Parts:	Cutter Blades	R
CLASS 8 Wide Format	Replacement Parts:	Print Head	R
CLASS 8 Wide Format	Replacement Parts:	Waste Container	R
CLASS 9 Thermal	Thermal Receipt Paper Rolls	Width: 79.5 mm ± 0.5 mm, Maximum Diameter: 80 mm, Thickness: 0.06 mm - 0.08 mm	R
ITEM 2 - Sub Total (Excl Vat) Carried To Summary Page			R
ITEM 3 - Professional Services			
Description			Fixed Monthly (Excl. VAT)
On-Site OEM Certified Technical Resource with 3 years of relevant experience Monday 08h00am to 16h00pm Mon to Fri. (On the Municipality's Request only)			R
ITEM 3 - Sub Total (Excl Vat) Carried to Summary Page			R

Name of Tenderer:

Signature:Date:

THE MSUNDUZI MUNICIPALITY

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BY LEASING FOR A PERIOD OF 36 MONTHS**

SUMMARY PAGE

Item No.	Description	Total Cost Excluding VAT
1	MPS Fixed Monthly Charges (Per Unit)	R
2	Consumables & Parts	R
3	Professional Services	R
TOTAL COST EXCLDUING VAT		R
ADD VAT @15%		R
TOTAL COST INCLUDING VAT		R

Name of Tenderer:

Signature:Date:

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS
BY LEASING FOR A PERIOD OF 36 MONTHS**

DATA SHEET 1: INVITATION TO BID DOCUMENT

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MSUNDUZI MUNICIPALITY					
BID NUMBER:	SS 25 OF 2026	CLOSING DATE:	01 APRIL 2026	CLOSING TIME:	12H00
DESCRIPTION	<u>SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS BY LEASING FOR A PERIOD OF 36 MONTHS</u>				
THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX AT:

Central Stores					
2 Abattoir Road,					
(Off Kershaw Road)					
PIETERMARITZBURG					
3201					
SUPPLIER INFORMATION					
NAME OF TENDERER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:				
CSD REGISTRATION No.	MAAA				

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF TENDERER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM UNIT	CONTACT PERSONS	Sibusiso E Ndlela
CONTACT PERSON	VINESH GOVENDER	TELEPHONE NUMBER	033 – 392 2293
TELEPHONE NUMBER	033 – 392 2027	CELLULAR NUMBER	NIL
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	SEE BELOW
E-MAIL ADDRESS	vinesh.govender@msunduzi.gov.za	Sibusiso.Ndlela@msunduzi.gov.za	

PART B

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 TENDERERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 TENDERERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 TENDERERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE TENDERER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF TENDERER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

THE MSUNDUZI MUNICIPALITY

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**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS
BY LEASING FOR A PERIOD OF 36 MONTHS**

DATA SHEET 2: AUTHORITY TO SIGN DOCUMENT

I/We*, the undersigned, am/are* duly authorised to sign the tender document on behalf of

.....

by virtue of the Articles of Association/Resolution of the Board of Directors*, of which a certified copy is attached, or

Full Name of Signatory:

Capacity of Signatory:

Signature:

Date:

Witnesses:

(1) Full Name:

Signature:Date.....

(2) Full Name:

Signature:Date.....

* ***Delete whichever is inapplicable or complete as indicated if none are applicable.***

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DATA SHEET 3: DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal Fees of *(Full Name of Tenderer)*:

Is/are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said Fees:

<u>DESCRIPTION</u>	<u>ACCOUNT No.</u>
Electricity	_____
Water	_____
Rates	_____

NB: Attach a copy of the current Utility Bill.

I/We acknowledge that should it be found that the Municipal Fees are not up to date, the Council may take such remedial action as it required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

NB: If the Service Providers is leasing the premises, a copy of the Lease Agreement must be submitted for adjudication purposes.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly authorised to sign on behalf of.....

.....

Physical Address.....

.....

.....

Signature Date

THE MSUNDUZI MUNICIPALITY

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DATA SHEET 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee shareholder²):

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;

- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.
- “Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.10.1 If yes, furnish particulars

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid?

YES / NO

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders, or stakeholders in service of the state?

YES / NO

3.12.1 If yes, furnish particulars

.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

YES / NO

3.14.1 If yes, furnish particulars

.....

4. Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, THE UNDERSIGNED, (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS
BY LEASING FOR A PERIOD OF 36 MONTHS**

**DATA SHEET 5: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Head: Supply Chain Management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's Head: Supply Chain Management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 ***In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.***

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED, (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE MSUNDUZI MUNICIPALITY

SUPPLIES AND SERVICES CONTRACT No. 25 OF 2026

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS
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DATA SHEET 6: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibited meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a Head: Supply Chain Management policy must provide measures for the combating of abuse of the Head: Supply Chain Management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the Head: Supply Chain Management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE MSUNDUZI MUNICIPALITY

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**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PRINTERS
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**DATA SHEET 7: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION
(ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

* Delete if not applicable

1. Are you by law required to prepare annual financial statements for auditing?

***YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....
.....

2. Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other Service Providers in respect of which payment is overdue for more than 30 days?

***YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other Service Providers in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....
.....

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

***YES / NO**

3.1 If yes, furnish particulars

.....
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

***YES / NO**

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED, (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MSUNDUZI MUNICIPALITY

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DATA SHEET 8 - SITE INSPECTION/TENDER BRIEFING CERTIFICATE

As required by the General Conditions of Contract, I/we attended the Tender Briefing Meeting on the date specified below.

I/We carefully examined the contract documents, and have made myself/ourselves fully conversant with all the circumstances likely to influence the cost of the Works.

I/We further certify that I am/we are satisfied with the description of the Works and the explanation given by or on behalf of the Engineer's Representative at the meeting, and that I/we understand perfectly the work to be done, as specified and implied, in the execution of the contract.

SITE INSPECTION/TENDER BRIEFING CERTIFICATE
(To be completed by the Tenderer prior to the meeting)

NAME OF COMPANY: _____

PHYSICAL ADDRESS: _____

This will certify that _____ (Name)

Representing _____ (Firm)

visited the site of the Works and/or attended the tender briefing meeting for this contract on

_____ day _____ Month _____ Year

SIGNATURE OF TENDERER: _____

SIGNED: _____ DATE: _____

for Municipal Representative

THE MSUNDUZI MUNICIPALITY

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TENDER FORM

The City Manager
City Hall
PIETERMARITZBURG
3201

Dear Sir

Having examined the Specifications, Conditions of Contract, Tender and Legislation of the above contract, I/we offer to supply and deliver the whole of the said Works in conformity with the Specifications, Conditions of Contract, Tender and Legislation, save as amended by the modifications set out in Annexure 'A' attached hereto, for the rates as set out in the price schedule for a three (3) year period commencing from date of award.

Item No.	Description	Total Cost Excluding VAT
1	MPS Fixed Monthly Charges (Per Unit)	R
2	Consumables & Parts	R
3	Professional Services	R
TOTAL COST EXCLDUING VAT		R
ADD VAT @15%		R
TOTAL COST INCLUDING VAT		R

In the event of there being any errors of extension or addition in the priced Schedule of Quantities, I/we agree to their being corrected, the rates being taken as correct.

I / We are registered VAT vendors and the amounts indicated on the Price Schedule INCLUDES VAT.

I/We undertake to complete and deliver the whole of the Works comprised in the Contract within the time stated.

I/We confirm that I am/We are fully acquainted with the current South African laws and regulations applicable to this contract including inter alia those laws to which my/our attention has been drawn in the Legislation Section of this document.

I/We are fully paid up members in good standing of the following organisation(s): -

(enter Nil if no affiliations)

My/Our VAT vendor registration number is: - _____

My/Our tender fee receipt number as issued by the Council is: _____

I/We bank at the branch of _____

where I/we have a _____ account.

It is agreed and understood that should there be any changes on the banking details provided for the entity, a duly signed resolution by all its directors and minutes whereby a resolution for changing the banking details was passed will be submitted to Council including the original letter from the bank confirming the details.

It is agreed and understood that this tender is valid for four (4) months from the date hereof and that it, together with your final letter of acceptance, shall constitute a binding Contract between us.

I/We understand that the Council is not bound to accept the lowest or any tender and acknowledge that the Senior Manager: Supply Chain Management may, if in her absolute discretion good and sufficient grounds are brought to her attention in writing within five (5) working days from the date hereof, decline to consider my/our offer.

I/we the Undersigned, Warrants That I Am/ We Are Duly Authorised to Do So on Behalf of the Enterprise, Certifies That the Enterprise Complies with All Statutory and Municipal Requirements and That the Information Supplied in Terms of this Documents with Additional Information is Correct and Accurate and Acknowledges That if the information supplied is found to be incorrect then the Msunduzi Municipality in addition to any remedies, it may have: may

- i Recover from the Enterprise all costs, losses or damages incurred or sustained by the Municipality as result of the award of the contract, and /or
- ii Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellations, and/or
- iii Impose a penalty on the Enterprise as provided in the Tender Document, and/or
- iv Take any other action as may be deemed necessary.

I/we further undertake to submit documentary proof regarding any tendering issue to the Council when so required.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly Authorised to sign on behalf of: -

Physical Address.....

.....

SIGNATURE.....DATE.....

THE MSUNDUZI MUNICIPALITY

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ALTERATIONS BY SERVICE PROVIDERS

Should the Tenderer desire to make any departures from or modifications to the Standard Conditions of Contract or Specification, or to qualify his/her tender in any way, he/she shall set out his/her proposals clearly hereunder or, alternatively, state them in a covering letter attached to his/her tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

If no departures or modifications are desired, the Schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	SECTION OR ITEM	PROPOSED DEPARTURE/MODIFICATION

SIGNATURE..... DATE.....

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**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 Preference Point System shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

1.4 Failure on the part of a Service Provider to submit proof or documentation required in terms of this tender to claim points for specific goals, if the Service Provider did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a Service Providers, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where: -

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$

Where: -

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

4.2 For the purpose of this tender points will be allocated in accordance with the specific goals as outlined in the Tender Document specification contained herein and must be supported by proof /documentation as stated therein.

4.3 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%?

ii) The name of the sub-contractor.....

iii) Whether the sub-contractor is an EME or QSE

(Tick applicable YES NO box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

iv) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Co-operative owned by black people		
Black people who are military veterans		
OR		
Msunduzi EME		
Msunduzi Manufacturing Enterprise		
Location of a Business Enterprise		

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm.....

6.2 VAT registration number.....

6.3 Company registration number.....

6.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited
- Non-Profit Company

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

[TICK APPLICABLE BOX]

- Manufacturer

- Supplier
- Professional Service Providers
- Other Service Providers, e.g. transporter, etc.

6.7 MUNICIPAL INFORMATION

Municipality where business is situated.....

Registered Account Number:

Stand Number:

6.8 Total number of years the company/firm has been in business.....

6.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.2, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the Service Provider or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

SIGNATURE(S) OF SERVICE PROVIDER(S).....

DATE:

ADDRESS:

.....

WITNESSES: 1.....

2.....

THE MSUNDUZI MUNICIPALITY

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TAX CLEARANCE CERTIFICATE

Tenderers are required to attach hereto a Tax
Compliance Status Verification Pin.

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CIPC REGISTRATION CERTIFICATE

Tenderers are required to attach hereto proof of registration with the Companies and Intellectual Property Commission (CIPC) for adjudication purposes.

THE MSUNDUZI MUNICIPALITY

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CENTRAL SUPPLIER DATABASE (CSD)
REGISTRATION REPORT

Tenderers are required to attach hereto proof of registration with the Central Supplier Database (CSD).

A full Report may be required for adjudication purposes.

THE MSUNDUZI MUNICIPALITY

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COMPACT DISC (CD) OR USB-FLASH DRIVE

The Compact Disc (CD) or USB-Flash Drive should be submitted in a sealed envelope and attached hereto.

The CD or USB-Flash Drive may assist both the Municipality and the Service Provider in the case of any dispute with regards to the contents of the bid submitted. The scanned copy may serve as the secondary verification method.

SIGNED ON BEHALF OF THE SERVICE PROVIDERS:

Name of Service Providers

Name of Signatory:

Capacity of Signatory:

Signature Date

**All literature and attachments submitted must be securely attached to the tender.
The Council shall not be held liable for any loss or damages sustained due to the Service Providers's
failure to comply with this condition.**