



## TENDER DOCUMENT

(In terms of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005))

**TENDER NO: GTLM/CS03/2026/2027**

**SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF  
PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING  
PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS**

**NAME OF COMPANY:** \_\_\_\_\_

**Trading as** \_\_\_\_\_

**TENDER PRICE (VAT INCLUSIVE) R** \_\_\_\_\_

**CSD NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

NB: Tenders must be properly received and deposited in the tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned tender box, please inquire at the public counter opposite the tender box for assistance.

**Do not dismember this Tender document (do not take it apart) and all other documents of the submission must be attached to the pages provided for in this tender document.**

**Tender Deposit Receipt No: ..... (Attach documentary proof)**

**CLOSING TIME:** 12H00

**TENDER BOX:** SITUATED IN THE FOYER (MUNICIPAL  
ADMINISTRATION OFFICES)

**CLOSING DATE:** 28 SEPTEMBER 2026

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# SECTION 1

## **BID NOTICE**

**APPOINTMENT OF SERVICE  
PROVIDERS FOR THE SUPPLY,  
DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## INVITATION TO BID

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**SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS BID NO: GTLM/INFR03/2026/2027**

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Bids are hereby invited for the Appointment of a Service Provider for the SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS as and when needed for **GREATER TAUNG LOCAL MUNICIPALITY**.

**Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:**

Bids documents with detailed bid specifications and detailed information are obtainable at the Finance Department office hours 08h00 to 15h00 of the GREATER TAUNG LOCAL MUNICIPALITY, Station Street Taung from **27 AUGUST 2026**. A non-refundable cash deposit fee of **R1000.00** is required on collection of the bid.

Sealed Bids clearly marked "**GTLM/CS03/2026/2027: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS**" must be placed in the tender box situated at the offices of the GREATER TAUNG LOCAL MUNICIPALITY, Station Street, Taung on or before 12h00 on **28 SEPTEMBER 2026**

The GREATER TAUNG LOCAL MUNICIPALITY does not bind itself to accept the lowest or any bid and the Municipality reserves the right to accept the whole or part of any bid and further reserves the right to appoint or not to appoint if it so wishes to.

Bids will be adjudicated according to the GREATER TAUNG LOCAL MUNICIPALITY's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act (Act 5 of 2005) and the Preferential Procurement Regulations, 2011, as well as the Broad Based Black Economic Empowerment Act (Act 53 of 2003). The tender will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2011

**NB: BIDS WHICH ARE LATE, INCOMPLETE, UNSIGNED, COMPLETED BY PENCIL, SENT BY TELEGRAPH, FASCIMALE, ELECTRONICALLY (FAX), OR E-MAIL AND WITHOUT THE COMPULSORY REQUIREMENTS SHALL BE DISQUALIFIED.**

Enquiries should be addressed to **Ms R Jebetle** at Tel: 053 994 9400 or email to: [jebetler@gtlm.gov.za](mailto:jebetler@gtlm.gov.za) and Supply Chain queries to **Mr. Thabiso Sebe** at Tel. 053 994 9400 or by e-mail to: [sebet@gtlm.gov.za](mailto:sebet@gtlm.gov.za)

## **BID DISQUALIFYING CRITERIA LIST**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

### **VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:**

A bid not complying with the peremptory requirements stated hereunder will be regarded as not being an “Acceptable bid”, and as such will be rejected.

“Acceptable bid” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation as published in Government Gazette number 22549, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document, and have therefore not been submitted, or a copy of the original bid document has been submitted.
2. If the bid document is completed using a pencil. Only ink must be used to complete the bid document.
3. **THE BID HAS NOT BEEN PROPERLY SIGNED BY A PARTY HAVING THE AUTHORITY TO DO SO ACCORDING TO THE EXAMPLE OF “AUTHORITY FOR SIGNATORY”**
4. No authority for signatory submitted (printed on bidder's letter head) – See example, where it is stated that a duly signed and dated original copy of the company's relevant resolution (for each specific bid) of their members or their board of directors, must be submitted. (Directors who have 100% and are the one signing the documents – see example for one person business and do the resolution as such)
5. The bidder attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
6. The bid has been submitted after the relevant closing date and time.
7. If any bidder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
8. The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
  - (a) who is in the service of the state, or;
  - (b) if that person is not a natural person, of which any 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 in respect of contract that would cause a conflict of interest?
9. Bid offers will be rejected if the bidder or any of his directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

10. Bid offers will be rejected if the bidder has abused the GREATER TAUNG LOCAL MUNICIPALITY's Supply Chain Management System.
11. Failure to attach a copy of a valid signed Joint Venture/Consortium agreement (if applicable) to the bid document.
12. Failure to complete and sign the certificate of independent determination or disclosing of wrong information.
13. An updated record of payment of rates and taxes (three months) and services to the relevant Municipality must be attached. Failure to do so will invalidate the tender submitted. In case where a bidder is leasing a property, lease agreement with SAPS Affidavit (Clearly stating if the Director or company is renting out). Bidders that are residing in Traditional lands must attach an updated letter from the Tribal Authority falling within the bid period together with the SAPS Affidavit clearly stating that the bidder does not pay rates and taxes.
14. A valid Tax Compliance Certificate(s) with pin must be attached.
15. A copy of Company Registration Certificate(s) must be attached.
16. CV's of Key Personnel (Certified Identity Document and certificates must be certified) – If applicable
17. Certified ID copies of all directors (Not older than three months)
18. Rates and Taxes of all directors and business (Not older than three months):  
(Statement of municipal account, lease agreement with SAPS affidavit (Clearly stating if the director or company is renting) or proof of res for traditional council with SAPS affidavit (SAPS affidavit should clearly state that the bidder does not pay rates and taxes as they are staying on tribal land)
19. Price quoted must be firm (for the duration of the contract) and inclusive of VAT (if applicable)
20. All MBD forms MUST be completed and signed.
21. JV agreement for tender project should be attached (if applicable)
22. Proof of payment must be attached of the Tender Document
23. Smart card ID copies should be certified on both sides.
24. Registration full report must be attached as a proof that the bidder is registered with Central Suppliers Database (CSD)
25. A firm delivery period must be indicated.
26. Copies from certified copies are not allowed.
27. When documents certification is done by the commissioner of oath, ensure that the date of certification is indicated.
28. All certified copies should not be older than 3 months.
29. A person in the service of state shall NOT be considered.
30. This bid will be evaluated in terms of the 80/20 preference point system as prescribed by PPPFA regulations implemented on the April 2017,
  - Where 80/20 is below the transaction value up to R 50 000 000 &
  - Where 90/10 is above the transaction value of R 50 000 000
  - N.B FAILURE TO ADHERE TO THE ABOVE-MENTIONED CONDITIONS WILL AUTOMATICALLY DISQUALIFY YOUR BID

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**BIDDER SIGNATURE**

## **AUTHORISED SIGNATORY**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## CERTIFICATE OF AUTHORITY FOR SIGNATORY

Status of concern submitting tender (delete which ever is not applicable.)

COMPANY /PARTNERSHIP /ONE-PERSON BUSINESS / CLOSE  
CORPORATION/ JOINT VENTURE

### A. COMPANIES

If the bidder is a company, a certified copy of the resolution of the Board of Directors, personally signed by the chairperson of the board, authorizing the person to signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid or contract on behalf of the company must be submitted with this Bid.

An example is shown below:

By resolution of the board of Directors on .....20....., Mr. / Ms .....has  
been duly authorized to sign all documents in connection with BID NO. ....

SIGNED ON BEHALF OF THE COMPANY: .....

IN HIS CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY:.....

WITNESSES: 1. ....

2. ....

## B. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

| Full name of partner | Residential address | Signature |
|----------------------|---------------------|-----------|
| .....                | .....               | .....     |
| .....                | .....               | .....     |
| .....                | .....               | .....     |

We, the undersigned partners in the business trading as,.....

Hereby authorize ..... to sign this bid as well s any contract resulting from the bid and any other documents and correspondence in connection with this bid / or contract on our behalf.

|           |           |           |
|-----------|-----------|-----------|
| .....     | .....     | .....     |
| Signature | Signature | Signature |
| .....     | .....     | .....     |
| Date      | Date      | Date      |

## C. ONE-PERSON BUSINESS

I, the undersign .....hereby confirm that I am the sole owner of the business trading as .....

|           |       |
|-----------|-------|
| .....     | ..... |
| Signature | date  |

## D. CLOSE CORPORATION

If the case of a close corporation submitting a bid, a certified copy of the founding Statement of such corporation shall be included with the Bid, together with a resolution by its members authorizing a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company must be submitted with this Bid.

An example is shown below:

By resolution of the members at the meeting on the .....200.....at  
.....Mr. / Ms .....whose signature appear below, has been  
duly authorized to sign all documents in connection with BID NO.

.....

SIGNED ON BEHALF OF THE CLOSE CORPORATION: .....

IN HIS / HER CAPACITY AS:.....

DATE: .....

SIGNATURE OF SIGNATORY:.....

WITNESSES: 1. ....

2.....

## Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in Joint Venture and hereby authorize Mr./Ms . . . . . , authorized signatory of the company . . . . .  
. . . , acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

| NAME OF FIRM | ADDRESS | DULY AUTHORIZED SIGNATORY                       |
|--------------|---------|-------------------------------------------------|
| Lead partner |         | Signature. . . . .<br>Name .....<br>Designation |
|              |         | Signature. . . . .<br>Name .....<br>Designation |
|              |         | Signature. . . . .<br>Name .....<br>Designation |
|              |         | Signature. . . . .<br>Name .....<br>Designation |

# SECTION 2

# **LIST OF RETURNABLE DOCUMENTS AND CHECKLIST**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
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MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## **LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF THE BID DOCUMENT.**

1. Form MBD 1 : Invitation to bid
2. Form MBD 3.1: Price schedule – Firm prices
3. Form MBD 4 : Declaration of Interest
4. Form MBD 6.1: Preference points claimed form
5. Form MBD 6.2: Local Contents
6. Form MBD 7.1 Contract form : - Purchase of goods/ services
7. MBD 9 : Declaration of bidders past supply chain management practices
8. COMPANY REGISTRATION CERTIFICATE
9. CSD REPORT
10. Rate & Taxes
11. SARS CODE and Tax Clearance Certificate
12. BBBEE supporting documents

**NB FAILURE TO COMPLETE OR SIGN THIS DOCUMENT WILL RESULT IN YOUR BID NOT BEING CONSIDERED.**

## TENDER CONDITIONS AND INFORMATION

### 2.1.1 General and Special Conditions of Contract

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

### 2.1.2 Acceptance or Rejection of a Tender

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

### 2.1.3 Validity Period

Bids shall remain valid for ninety (90) days after the tender closure date.

### 2.1.4 Cost of Tender Documents

Payment for tender documents, if specified, must be made by cash payable to the Municipality. These costs are non-refundable.

### 2.1.5 Registration on the Central Supplier Database (CSD)

It is expected of all prospective service providers should be register on the Central Supplier Database and the CSD report be send with the tender document on the closing date of the tender. .

### 2.1.6 Completion of Tender Documents

- (a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Section 3: DECLARATION must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (b) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- (d) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with contact person for the tender before the tender closure.

### Municipal Rates, Taxes and Charges

- (a) A copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents.
- (b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.

- (c) If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.
- (d) If the bidders address resides in the Tribal Land – Letter from the Tribal Authority together with the affidavit should be attached.

#### **2.1.8.5 Authorised Signatory**

- (a) A Original of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.
- (c) A Original of the Resolution by board on the Company Letter Head should accompany the Tender Document. Failure to do as such will result to the disqualification of the tender,

#### **2.1.9 Site / Information Meetings**

- (a) Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.
- (b) All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

#### **2.1.10 Samples**

Samples, if requested, are to be provided to the Municipality with the tender document or as stipulated.

#### **2.1.11 Quantities of Specific Items**

If tenders are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder. The process will be continued to the Municipality's satisfaction.

#### **2.1.13 Expenses Incurred in Preparation of Tender**

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

#### **2.1.14 Contact with Municipality after Tender Closure Date**

Bidders shall not contact the GREATER TAUNG LOCAL MUNICIPALITY on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the GREATER TAUNG LOCAL MUNICIPALITY, it should do so in writing to the GREATER TAUNG LOCAL MUNICIPALITY. Any effort by the firm to influence the GREATER TAUNG LOCAL MUNICIPALITY in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **2.1.15 Opening, Recording and Publications of Tenders Received**

- (a) Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. Bid Register will record the names of all the bidders name, amount, BBBEE and CSD number.
- (b) Faxed, e-mailed and late tenders will not be accepted.

#### **2.1.16 Evaluation of Tenders**

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

#### **2.1.17 Procurement Policy**

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the Municipality's Supply Chain Management Policy.

#### **2.1.18 Contract**

- (a) The successful bidder will be expected to sign the agreement in Section 6 of this bid document. The signing of both Parts of Section 5 of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.

#### **2.1.19 Subcontracting**

- (a) The Contractor shall not subcontract the whole of the Contract.
- (b) Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.
- (c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the Municipality in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.
- (d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.
- (e) The Contractor shall not be required to obtain such consent for –
  - (i) The provision of labour, or
  - (ii) The purchase of materials which are in accordance with the Contract,
  - or (iii) the purchase or hire of Construction Equipment.

#### **2.1.20 Language of Contract**

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

#### **2.1.21 Extension of Contract**

The contract with the successful bidder may be extended should additional funds become available.

#### **2.1.22 Stamp and Other Duties**

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

#### **2.1.23 Wrong Information Furnished**

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

#### **2.1.24 Past Practices**

- (a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.
- (b) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past tender.
- (c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favour, hospitality or any other benefit in any improper way, with this or any past tender.

#### **2.1.27 Negotiations**

Should the tender prices be higher than the available funds of the client, the client reserves the right to negotiate with the successful bidder to limit the work in accordance with the tender specifications in order not to exceed the available budget.

#### **2.1.28 Enquiries**

Enquiries in connection with this tender, prior to the tender closure date, may be addressed to SCM Manager at telephone (053) 994 9400.

## **TERMS OF REFERENCE (SPECIFICATIONS)**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## 1. Purpose and procurement outcome

The purpose of this tender is to establish a reliable, secure, measurable and cost-controlled municipal print environment without requiring Greater Taung Local Municipality to maintain an internal printer repair, consumables or device-management capability.

The required outcome is a managed service that:

1. Reduces unplanned printer downtime and service disruption;
2. provides standardised and right-sized devices matched to the approved allocation schedule;
3. includes all agreed repairs, labour, parts, toner/ink and device consumables within the contracted price structure;
4. provides secure release printing, usage monitoring and reporting where required;
5. enables the Greater Taung Municipality to control colour, duplex, user, department and cost-centre printing;
6. provides a single service desk, contract manager, SLA; escalation process; and
7. provides a documented, secure as well as orderly removal or replacement process at the end of the contract.

## 2. Contract model and ownership

| Contract element     | Requirement                                                                                                                                                                                                                                                 |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term                 | Thirty-six (36) months from the commencement date stated in the signed contract, including implementation and acceptance arrangements.                                                                                                                      |
| Commercial model     | Rental/managed service with a fixed monthly component and usage-based rates where applicable. The bidder shall show every cost separately and reconcile it to a 36-month total.                                                                             |
| Ownership            | All supplied devices, accessories, embedded software and associated equipment remain the property of the successful bidder unless the signed contract expressly states otherwise.                                                                           |
| Outsourcing boundary | The bidder shall provide the service desk, contract management, monitoring, consumables, repairs, parts, maintenance, reporting and replacement/loan capacity required by the SLA.                                                                          |
| End of contract      | The bidder shall decommission, securely erase where storage exists, remove its equipment and provide close-out evidence. Greater Taung Local Municipality shall not be charged a separate removal fee unless expressly priced and accepted in the contract. |
| Municipality inputs  | The municipality will provide reasonable access, electricity, approved network connectivity, authorised-user information and print paper unless the final Special Conditions state otherwise.                                                               |

## 3. Scope

The successful bidder shall provide, as a complete managed service:

**We are a Municipality in Pursuit of Excellence**

1. new, unused and current-production printers, multifunction printers, finishers and plotters in the approved quantities and profiles;
2. delivery, transport, placement, installation, commissioning, asset tagging and handover at all approved sites;
3. network configuration, drivers, print queues, user/device setup and approved directory integration;
4. MPS software or a device-neutral print-management platform that provides authentication, secure release, usage tracking, rules, quotas, reports and cost-centre allocation where required;
5. all included toner/ink, drums, imaging units, waste containers, developer units, fusers, rollers, maintenance kits, standard finishing staples and other device consumables;
6. preventative maintenance, corrective maintenance, repairs, labour, parts, travel and technical support;
7. loan or replacement equipment where the agreed service level is exceeded or a device cannot be restored within the required period;
8. administrator and end-user training, operating procedures, asset records, support contacts and monthly/quarterly reporting;
9. service performance reviews, meter verification, invoice reconciliation and continuous improvement; and
10. contract close-out, decommissioning, secure erase, removal, data return/deletion evidence and transition support.

*Paper is excluded from the base service unless a bidder prices it as a clearly identified option. The bidder shall include standard finishing staples for devices that require them. Any exclusion must be clearly stated in the bidder response and pricing schedule.*

#### 4. Sites and provisional quantities

The initial allocation schedule identifies seven municipal locations and seventy-nine (79) proposed devices. The allocation is the Municipality's starting requirement for tender pricing and will be verified through the approved demand/site process and the implementation site survey. The Municipality may move a device within the same approved profile between departments or sites without changing the contract total, subject to the contract and SCM approvals.

| Equipment profile                             | Provisional quantity | Allocation / use                                                                                                                       |
|-----------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| A4 mono desktop printer                       | 34                   | Routine mono office printing, allocated across Administration, Political Office, Taung Library, Big Shack, Pudimoe and Reivilo.        |
| A4 colour desktop printer                     | 28                   | Controlled colour office printing, allocated across Administration, Political Office, Taung Library, Big Shack, Pudimoe and Reivilo.   |
| A4/A3 colour multifunction printer - standard | 12                   | Print, copy and scan, including designated public/pay-per-print service points.                                                        |
| Colour multifunction printer with finisher    | 3                    | Controlled finishing for approved service, library and political/administrative workflows.                                             |
| A1/A0 wide-format plotter                     | 2                    | Town planning and related specialist output; to remain subject to confirmation of volume and business need.                            |
| TOTAL                                         | 79                   | Provisional devices for tender pricing; monthly volume assumptions are recorded separately and must be completed before advertisement. |

*The bidder shall not replace the approved allocation with a different fleet merely because it is commercially convenient. Any proposed equivalent solution must meet the measurable requirements, be fully priced and identify every deviation.*

## 5. Functional and technical specifications

All equipment shall be new, unused and current production stock at delivery. Refurbished, remanufactured or second-hand equipment will not be accepted. The bidder shall propose makes and models that meet or exceed the requirements and shall provide technical evidence for each proposed model.

### 5.1. Common requirements for all equipment

| Requirement            | Minimum requirement / bidder response                                                                                                                                                      |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Condition and support  | New equipment with OEM warranty/support for the full contract term, or an equivalent contractual support obligation accepted by the Municipality.                                          |
| Connectivity           | Ethernet network connectivity, secure web administration, supported print protocols and compatibility with the Municipality's approved network. State driver and operating-system support. |
| Duplex                 | Automatic duplex printing and copying where supported by the device profile; state any exception.                                                                                          |
| Security               | Role-based administration, secure protocols, firmware/update process, audit logging, unused-service hardening and storage encryption/secure erase where storage exists.                    |
| Metering               | Accurate device and colour/mono meters capable of monthly reconciliation. State meter method and any exclusions.                                                                           |
| Energy and environment | Power-management modes, consumable/waste handling and manufacturer environmental information. State any recycling or take-back programme.                                                  |
| Asset record           | Serial number, model, asset tag, site, room, responsible cost centre, installation date and meter at handover.                                                                             |

#### 5.1.1. Lot 1 - A4 mono desktop printers

| Measure          | Minimum requirement                                                                                                   |
|------------------|-----------------------------------------------------------------------------------------------------------------------|
| Quantity         | 34 provisional units.                                                                                                 |
| Output           | A4 mono printing; minimum 30 pages per minute, or better; bidder to state rated speed and recommended monthly volume. |
| Paper and duplex | At least one 250-sheet input tray, manual/bypass feed where supported, and automatic duplex printing.                 |
| Connectivity     | Ethernet network connection and compatibility with the approved secure-release/MPS platform.                          |
| Security         | User/device authentication and secure-release compatibility where required by the site schedule.                      |
| Serviceability   | Remote monitoring or meter collection, standard consumables, parts and repair included in the contract price.         |

### 5.1.2. Lot 2 - A4 colour desktop printers

| Measure          | Minimum requirement                                                                                                                                  |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity         | 28 provisional units.                                                                                                                                |
| Output           | A4 colour and mono printing; minimum 30 pages per minute for mono and colour, or better; bidder to state rated speed and recommended monthly volume. |
| Paper and duplex | At least one 250-sheet input tray, manual/bypass feed where supported, and automatic duplex printing.                                                |
| Colour control   | Colour usage must be measurable and controllable through the MPS platform or equivalent policy mechanism.                                            |
| Connectivity     | Ethernet network connection and compatibility with the approved secure-release/MPS platform.                                                         |
| Serviceability   | Remote monitoring or meter collection, standard consumables, parts and repair included in the contract price.                                        |

### 5.1.3. Lot 3 - A4/A3 colour multifunction printers

| Measure               | Minimum requirement                                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity              | 12 provisional standard units, including the designated public/pay-per-print service points.                                                           |
| Functions             | Print, copy and scan; fax only where expressly confirmed in the site schedule.                                                                         |
| Output                | A4 colour and mono; A3 output where stated; bidder to propose a profile sized to the approved monthly and peak volumes.                                |
| Document feeder       | Automatic document feeder with duplex scanning where required by the site workflow. State capacity and scan speed.                                     |
| Colour control        | Mono-by-default, colour restrictions, user/department reporting, quotas and exception approvals.                                                       |
| Public service points | Provide reliable metering and usage reporting. Cash, card or other payment collection is excluded unless expressly included in the Special Conditions. |
| Finishing             | Standard units do not include high-volume finishing unless separately specified and priced.                                                            |

### 5.1.4. Lot 4 - Colour multifunction printers with finisher

| Measure               | Minimum requirement                                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Quantity              | 3 provisional unit                                                                                                                    |
| Functions             | Print, copy and scan, automatic duplex, A4 and A3 where required by the site schedule.                                                |
| Finishing             | Bidder shall state the included functions separately: stapling, booklet-making, folding, hole-punching, stacking and output capacity. |
| Output and continuity | Bidder to state rated speed, recommended monthly volume, peak run and loan/replacement plan.                                          |
| Consumables           | All standard finishing staples and device consumables included unless expressly priced as an accepted option.                         |

### 5.1.5. Lot 5 - A1/A0 wide-format plotters

| Measure                   | Minimum requirement                                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity                  | 2 provisional units                                                                                                                         |
| Output                    | A1 and/or A0 output as confirmed in the final site schedule; roll and/or sheet feed as required.                                            |
| Volume and media          | Bidder shall state the assumed monthly prints or linear metres, media width, media types, ink/toner yield and maintenance routines.         |
| Technology                | Bidder shall state proposed technology, colour capability, resolution, line accuracy and output speed.                                      |
| Location and installation | State footprint, weight, power, access, network, environmental and waste requirements.                                                      |
| Optional status           | This lot shall remain optional until the Municipality confirms demand, budget, business owner and the need for in-house wide-format output. |

### 5.2. Print-management platform and integrations

The bidder shall provide a device-neutral print-management platform, device-integrated solution or equivalent combination that delivers the following functions. The bidder shall state all licence metrics, hosting, support and implementation charges.

| Function        | Required response                                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authentication  | Integration with the Municipality's approved identity source: Active Directory, Microsoft Entra ID/Azure AD, LDAP or other approved method.                            |
| Secure release  | PIN, card, mobile/QR or other approved release method; a user must not be able to release another user's job without authorisation.                                    |
| Tracking        | User, department, cost centre, device, job type, mono/colour, duplex and page counts.                                                                                  |
| Rules           | Duplex enforcement, mono-by-default, colour restrictions, quotas, exceptions and approval workflow.                                                                    |
| Reports         | Monthly usage, department/cost-centre reports, colour versus mono, environmental indicators, exceptions, meter reconciliation and SLA metrics.                         |
| Scan workflows  | Scan to email and network folder; SharePoint/OneDrive only where the Municipality approves the data flow and Microsoft permissions.                                    |
| Mobile printing | Only where required in the site schedule; bidder to state platforms, security controls and support model.                                                              |
| Data/security   | State data hosted, location, retention, subcontractors, administrator roles, encryption, logs, backup, incident process, breach notification and data deletion/export. |

### 5.3. Service levels and support

The Municipality has limited internal capacity to manage printers. The successful bidder shall therefore provide a named contract manager and service desk and shall not rely on municipal staff to diagnose, repair, supply consumables or maintain device queues.

| Service measure | Minimum requirement | Bidder response (Yes/No) |
|-----------------|---------------------|--------------------------|
|-----------------|---------------------|--------------------------|

| Service measure          | Minimum requirement                                                                                                                                 | Bidder response (Yes/No) |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Critical device response | Remote response within 1 business hour; on-site response within 4 business hours; restore or loan/replacement within 1 business day.                |                          |
| Standard device response | Remote response within 4 business hours; on-site response within 2 business days; restore or loan/replacement within 3 business days.               |                          |
| Consumables              | Proactive monitoring or user request; delivery before stock-out and no later than 2 business days after a valid request.                            |                          |
| Uptime                   | Minimum monthly availability target of 95% per device, excluding planned maintenance agreed in advance; bidder to state measurement method.         |                          |
| Escalation               | Named service desk, contract manager, escalation manager, ticket number, status updates and monthly service review.                                 |                          |
| Reporting                | Monthly operational report and quarterly performance report covering meters, cost, incidents, SLA, consumables, exceptions and improvement actions. |                          |
| Service credits          | Bidder shall propose measurable service credits or other remedies for repeated SLA failures; final terms are subject to the approved SCC.           |                          |

#### 5.4. Implementation, acceptance and transition

The bidder shall include a complete implementation plan. The plan must be achievable within the Greater Taung Local Municipality's operating environment and must minimise disruption to municipal services.

- Conduct a joint site verification after appointment and confirm location, power, network, access, users, security and installation requirements;
- submit a final device schedule and implementation plan for Municipality approval before delivery;
- deliver, install, configure and test the devices, drivers, queues, MPS platform, authentication, secure release, reports and approved scan workflows;
- provide administrator and end-user training (Municipality's ICT Unit), operating procedures, escalation contacts, asset register and handover documentation to the Municipality's ICT Manager;
- run acceptance tests before billing commences for each device or service group; and
- provide a cutover, rollback and continuity plan for migration from existing equipment or queues.

| Acceptance item                  | Pass/fail evidence                                                                                            |
|----------------------------------|---------------------------------------------------------------------------------------------------------------|
| Device identity and asset record | Model, serial, asset, location, responsible cost centre and meter recorded and matched to delivery documents. |

| Acceptance item              | Pass/fail evidence                                                                                               |
|------------------------------|------------------------------------------------------------------------------------------------------------------|
| Print/copy/scan              | Test jobs at required sizes/media; readable output; correct count; approved functions work.                      |
| Secure release               | Unauthorised release is prevented; authorised release works; logs are generated and reportable.                  |
| Directory/Microsoft workflow | Approved test account works and permissions/data flow are documented.                                            |
| MPS reporting                | User/department/cost-centre and mono/colour/duplex reporting reconciles to device meters.                        |
| SLA support                  | Test ticket, response, escalation and loan/replacement process demonstrated.                                     |
| Security handover            | Admin credentials, hardening checklist, firmware status, data flow and deletion/retention statement handed over. |

## 5.5. Security, data protection and secure erase

The bidder shall treat municipal information and personal information processed through the service as confidential and shall comply with the Municipality's lawful instructions, security requirements and applicable data-protection obligations.

| Control area         | Minimum requirement                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access               | Named administrator accounts, least privilege, strong authentication where supported, role separation and prompt removal of leavers.                                        |
| Network              | Secure protocols, firewall/port requirements, no unnecessary services, controlled remote support and documented data flows.                                                 |
| Storage              | Where a device or platform stores scan jobs, cached documents, address books, logs or credentials, state encryption, retention and secure-erase capability.                 |
| Monitoring           | Audit logs for administrative access, release events and relevant security events; state retention and access.                                                              |
| Incident management  | Named incident contact, notification process, evidence preservation and support for investigation and remediation.                                                          |
| Subcontractors/cloud | Disclose hosting location, subprocessors, support access, data transfers, retention, deletion and export arrangements.                                                      |
| End of contract      | Remove print queues/accounts/tokens, return or export agreed records, wipe storage using a documented method and provide a certificate linked to each device serial number. |

**Decommissioning and secure erase** Decommissioning is the controlled closure of the old or replaced print environment: devices, queues, accounts, assets, consumables and support access are removed or transferred. Secure erase is the verified wiping of data that may remain on device storage or related systems. The work should have little impact on normal printing if scheduled, but the contract must cover cutover, retention/export, removal cost and written sanitisation evidence.

## Pricing schedule

Bidders shall complete the pricing schedule by showing a fixed Year 1 price for the first twelve months, the corresponding monthly and annual amounts including VAT, and the proposed escalation and prices for Years 2 and 3. Year 1 prices shall remain fixed for the first contract year. Recurring prices may escalate only as stated in the Year 2 and Year 3 tables. Once-off charges shall not be escalated unless expressly identified and accepted. The escalation percentages and resulting rates entered in Sections 6.2 and 6.3 are the applicable escalation terms for the contract.

### 6.1 Year 1 fixed pricing

| Cost line                                            | Unit / quantity       | Monthly unit rate incl. VAT (R) | Total monthly rate incl. VAT (R) | Total year rate incl. VAT (R) |
|------------------------------------------------------|-----------------------|---------------------------------|----------------------------------|-------------------------------|
| Site verification and solution confirmation          | Once-off / 1          |                                 |                                  |                               |
| Delivery, installation and asset tagging             | Per device / 79       |                                 |                                  |                               |
| Network, driver and print-queue configuration        | Per device / once-off |                                 |                                  |                               |
| MPS software implementation and configuration        | Once-off / 1          |                                 |                                  |                               |
| Training, documentation and handover                 | Once-off / 1          |                                 |                                  |                               |
| A4 mono desktop printer - monthly rental/service     | Per unit / 34         |                                 |                                  |                               |
| A4 colour desktop printer - monthly rental/service   | Per unit / 28         |                                 |                                  |                               |
| A4/A3 colour MFP - standard - monthly rental/service | Per unit / 12         |                                 |                                  |                               |
| Colour MFP with finisher - monthly rental/service    | Per unit / 3          |                                 |                                  |                               |
| A1/A0 wide-format plotter - monthly rental/service   | Per unit / 2 optional |                                 |                                  |                               |
| MPS software licence, hosting and support            | Per month / 12        |                                 |                                  |                               |
| A4 mono desktop printer - mono A4 page               | Per page / volume     |                                 |                                  |                               |
| A4 colour desktop printer - mono A4 page             | Per page / volume     |                                 |                                  |                               |
| A4 colour desktop printer - colour A4 page           | Per page / volume     |                                 |                                  |                               |

| Cost line                                         | Unit / quantity     | Monthly unit rate incl. VAT (R) | Total monthly rate incl. VAT (R) | Total year rate incl. VAT (R) |
|---------------------------------------------------|---------------------|---------------------------------|----------------------------------|-------------------------------|
| A4/A3 colour MFP - standard - mono A4 page        | Per page / volume   |                                 |                                  |                               |
| A4/A3 colour MFP - standard - colour A4 page      | Per page / volume   |                                 |                                  |                               |
| A4/A3 colour MFP - standard - mono A3 page        | Per page / volume   |                                 |                                  |                               |
| A4/A3 colour MFP - standard - colour A3 page      | Per page / volume   |                                 |                                  |                               |
| Colour MFP with finisher - mono A4 page           | Per page / volume   |                                 |                                  |                               |
| Colour MFP with finisher - colour A4 page         | Per page / volume   |                                 |                                  |                               |
| Colour MFP with finisher - mono A3 page           | Per page / volume   |                                 |                                  |                               |
| Colour MFP with finisher - colour A3 page         | Per page / volume   |                                 |                                  |                               |
| A1/A0 wide-format plotter - cost per page         | Per page / volume   |                                 |                                  |                               |
| Finishing staples and standard device consumables | Included / per unit |                                 |                                  |                               |
| Decommissioning, secure erase and removal         | End of term / 1     |                                 |                                  |                               |
| Optional items / alternatives                     | As stated / option  |                                 |                                  |                               |
| <b>TOTAL MONTHLY RATE - INCLUDING VAT</b>         |                     |                                 |                                  |                               |
| <b>TOTAL YEAR 1 RATE - INCLUDING VAT</b>          |                     |                                 |                                  |                               |

For monthly printer rental/service charges, the monthly unit rate is the rate for one printer, and the total monthly rate is the unit rate multiplied by the stated quantity. For per-page charges, the monthly unit rate is the cost of printing one page on that printer category and the total monthly rate is calculated using the published monthly volume. The total year rate is the applicable total monthly rate multiplied by twelve; once-off charges are shown as the accepted single amount in the total year rate column. Black-only output on a colour-capable device is charged at the applicable mono page rate.

## 6.2 Year 2 pricing and escalation

| Cost line                                        | Escalation from Year 1 (%) | Year 2 rate incl. VAT (R) | Year 2 annual / period total incl. VAT (R) |
|--------------------------------------------------|----------------------------|---------------------------|--------------------------------------------|
| A4 mono desktop printer - monthly rental/service |                            |                           |                                            |

| <b>Cost line</b>                                     | <b>Escalation from Year 1 (%)</b> | <b>Year 2 rate incl. VAT (R)</b> | <b>Year 2 annual / period total incl. VAT (R)</b> |
|------------------------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------------|
| A4 colour desktop printer - monthly rental/service   |                                   |                                  |                                                   |
| A4/A3 colour MFP - standard - monthly rental/service |                                   |                                  |                                                   |
| Colour MFP with finisher - monthly rental/service    |                                   |                                  |                                                   |
| A1/A0 wide-format plotter - monthly rental/service   |                                   |                                  |                                                   |
| MPS software licence, hosting and support            |                                   |                                  |                                                   |
| A4 mono desktop printer - mono A4 page               |                                   |                                  |                                                   |
| A4 colour desktop printer - mono A4 page             |                                   |                                  |                                                   |
| A4 colour desktop printer - colour A4 page           |                                   |                                  |                                                   |
| A4/A3 colour MFP - standard - mono A4 page           |                                   |                                  |                                                   |
| A4/A3 colour MFP - standard - colour A4 page         |                                   |                                  |                                                   |
| A4/A3 colour MFP - standard - mono A3 page           |                                   |                                  |                                                   |
| A4/A3 colour MFP - standard - colour A3 page         |                                   |                                  |                                                   |
| Colour MFP with finisher - mono A4 page              |                                   |                                  |                                                   |
| Colour MFP with finisher - colour A4 page            |                                   |                                  |                                                   |
| Colour MFP with finisher - mono A3 page              |                                   |                                  |                                                   |
| Colour MFP with finisher - colour A3 page            |                                   |                                  |                                                   |
| A1/A0 wide-format plotter - cost per page            |                                   |                                  |                                                   |

The bidder shall state the Year 2 escalation percentage and resulting rate for each recurring cost line listed above. Year 2 is calculated from the accepted Year 1 rate. Once-off implementation and end-of-term charges are not repeated in this table.

### 6.3 Year 3 pricing and escalation

| Cost line                                            | Escalation from Year 2 (R) | Year 3 rate incl. VAT (R) | Year 3 annual / period total incl. VAT (R) |
|------------------------------------------------------|----------------------------|---------------------------|--------------------------------------------|
| A4 mono desktop printer - monthly rental/service     |                            |                           |                                            |
| A4 colour desktop printer - monthly rental/service   |                            |                           |                                            |
| A4/A3 colour MFP - standard - monthly rental/service |                            |                           |                                            |
| Colour MFP with finisher - monthly rental/service    |                            |                           |                                            |
| A1/A0 wide-format plotter - monthly rental/service   |                            |                           |                                            |
| MPS software licence, hosting and support            |                            |                           |                                            |
| A4 mono desktop printer - mono A4 page               |                            |                           |                                            |
| A4 colour desktop printer - mono A4 page             |                            |                           |                                            |
| A4 colour desktop printer - colour A4 page           |                            |                           |                                            |
| A4/A3 colour MFP - standard - mono A4 page           |                            |                           |                                            |
| A4/A3 colour MFP - standard - colour A4 page         |                            |                           |                                            |
| A4/A3 colour MFP - standard - mono A3 page           |                            |                           |                                            |
| A4/A3 colour MFP - standard - colour A3 page         |                            |                           |                                            |
| 1Colour MFP with finisher - mono A4 page             |                            |                           |                                            |
| Colour MFP with finisher - colour A4 page            |                            |                           |                                            |
| Colour MFP with finisher - mono A3 page              |                            |                           |                                            |
| Colour MFP with finisher - colour A3 page            |                            |                           |                                            |
| A1/A0 wide-format plotter - cost per page            |                            |                           |                                            |

The bidder shall state the Year 3 escalation percentage and resulting rate for each recurring cost line listed above. Year 3 is calculated from the accepted Year 2 rate. Once-off implementation and end-of-term charges are not repeated in this table.

## 6.4 Three-year price reconciliation

| Cost component                                  | Year 1 total<br>incl. VAT (R) | Year 2 total<br>incl. VAT (R) | Year 3 total<br>incl. VAT (R) | 36-month total<br>incl. VAT (R) |
|-------------------------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------|
| Once-off / implementation costs                 |                               |                               |                               |                                 |
| Monthly device rental and comprehensive service |                               |                               |                               |                                 |
| MPS software licence, hosting and support       |                               |                               |                               |                                 |
| A4/A3 and wide-format usage charges             |                               |                               |                               |                                 |
| End-of-term decommissioning and removal         |                               |                               |                               |                                 |
| Accepted optional items                         |                               |                               |                               |                                 |
| <b>TOTAL CONTRACT VALUE</b>                     |                               |                               |                               |                                 |

*The 36-month total must equal the sum of the accepted Year 1, Year 2 and Year 3 totals, including VAT. Optional items shall be excluded from the contract total unless the Municipality expressly accepts them.*

## 6.5 Commercial terms

| Commercial term                        | Bidder response |
|----------------------------------------|-----------------|
| Price validity (days)                  |                 |
| Annual price escalation - confirmation |                 |
| Minimum monthly charge (R)             |                 |
| Under/over-volume bands                |                 |
| Invoice and meter process              |                 |
| Early termination / transition         |                 |
| Service credits                        |                 |

## APPENDIX C - BIDDER COMPLIANCE MATRIX

The bidder shall complete this matrix and provide an evidence reference for every response. A blank response may be treated as non-compliance where the requirement is mandatory.

| Ref . | Requirement                                                      | Mandatory / desired    | Comply / deviation | Evidence page |
|-------|------------------------------------------------------------------|------------------------|--------------------|---------------|
| C1    | New equipment, OEM support and current-production stock          | Mandatory              |                    |               |
| C2    | Proposed quantities and device profiles by lot                   | Mandatory              |                    |               |
| C3    | Secure print/authentication where required                       | Mandatory where stated |                    |               |
| C4    | MPS tracking, reporting, rules and cost-centre allocation        | Mandatory              |                    |               |
| C5    | Approved scan workflows and Microsoft permissions                | Mandatory where stated |                    |               |
| C6    | Service desk, local coverage, SLA and replacement capacity       | Mandatory              |                    |               |
| C7    | Consumables, parts, labour, repairs and preventative maintenance | Mandatory              |                    |               |
| C8    | POPIA/security/data-processing and secure-erase controls         | Mandatory              |                    |               |
| C9    | Complete pricing, assumptions, exclusions and 36-month total     | Mandatory              |                    |               |
| C10   | Decommissioning, removal and transition support                  | Mandatory              |                    |               |

## Functionality

| ITEM | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | WEIGHT |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.   | <p><b>BIDDERS EXPERIENCE</b><br/>Bidders must attach proof of track record / experience of Bidder on the supply, delivery and Installation of Photocopy machines for the minimum of one year period and above (Contract) not older than five years as follows:</p> <ul style="list-style-type: none"> <li>Bidder must attach appointment letters AND Reference letters</li> </ul> <p><b>NB:</b> The Reference Letter(s) must not be older than 05 years, must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, period, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered. <b>(FROM GOVERNMENT INSTITUTION)</b></p> <p>Appointment letters AND reference letters:</p> <p>One (1) = <b>15</b></p> <p>Two (2) = <b>30</b></p> <p>Three (3) and more = <b>40</b></p> <p>Four (4) and above <b>55</b></p>                                                                      | 55     |
| 2.   | <p><b>METHODOLOGY AND APPROACH</b><br/>Bidder must submit a detailed methodology and approach clearly indicating all the response times, listing of scheduled repair/replacement of covered equipment, prompt response times, lines of communications, and safety testing. Covering the below points:</p> <ul style="list-style-type: none"> <li>Fault Reporting Procedures</li> <li>Printer Malfunction Procedures</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>Print Management Software</li> </ul> <p><b>Fault Reporting Procedures</b><br/>Describe in detail fault reporting procedures and tracking = <b>5</b></p> <p><b>Printer Malfunction Procedures</b><br/>Describe the processes and procedures to address printer malfunctions which will ensure that GTLM requirements are met or surpassed, and that business operations are not hampered by such incidents of malfunction = <b>5</b></p> <p><b>Print Management Software</b><br/>Provide details of the proposed software that will assist the municipality with print management = <b>5</b></p> | 15     |
| 3.   | <p><b>1. KEY PERSONNEL CAPACITY</b></p> <p>Provide certified proof of training and certification of the service technicians by the manufacturer or supplier of the multifunctional copier machines/printer.<br/>Minimum 1 technician allocated to service the contract with GTLM</p> <p>Additional points will be allocated based on the permanent residency of the service technician</p> <p>Attach CV, ID, certified certificates and proof of residence supported with a reference letter from the school where the technician matriculated (the school where the technician matriculated must be within the jurisdiction of Greater Taung Local Municipality, the reference letter must be signed and</p>                                                                                                                                                                                                                                                                                                                                                                    | 20     |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|    | <p>must be stamped with the school stamp.</p> <p>Note: Proof of residence and Reference letter from school applicable to only technician who are residing within Greater Taung Local Municipality jurisdiction.</p> <p><b>Additional Points:</b><br/>Service technician permanently residing in the following areas:</p> <ul style="list-style-type: none"> <li>• Qualified Technician residing with in Greater Taung Local Municipality = <b>10</b></li> <li>• Qualified Technician = <b>10</b></li> </ul>                                                            |            |
| 4. | <p><b>DISTRIBUTION / SUPPLY AUTHORISATION AND CONFIRMATION LETTER</b></p> <ul style="list-style-type: none"> <li>• Bidders must attach a copy of commitment letter/s not older than twelve (12) months from supplier or distributor or manufacturer indicating commitment or authorisation to supply the required goods or services by the prospective Bidder.</li> <li>• The bidder should attach a signed confirmation letter indicating the capability to deliver within 30 days from the date of the appointment.</li> </ul> <p>2 letters attached = <b>10</b></p> | <b>10</b>  |
|    | <b>TOTAL EVALUATION POINTS FOR FUNCTIONALITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>100</b> |

# **GREATER TAUNG LOCAL MUNICIPALITY: SUPPLY CHAIN MANAGEMENT UNIT**

## **TENDER FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS**

### **SPECIFICATION AND ADDITIONAL CONDITIONS OF TENDER**

#### **PURPOSE**

The purpose of this bid is to seek a service provide/s for **SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS.**

Prospective bidders will be invited by means of an open tender process to submit their bids containing information of their firms – for evaluation purposes and proof of registration with CSD.

#### **COMPULSORY BRIEFING SESSION**

No compulsory briefing session

#### **DURATION OF THE CONTRACT**

#### **VALIDITY PERIOD**

Tender validity period of 90 days is proposed.

#### **PROCUREMENT CONDITIONS**

**Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.**

# **MUNICIPAL BIDDING DOCUMENTS**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## PART A INVITATION TO BID

|                                                                                                       |                                                                                                                                                                       |               |                   |               |       |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|---------------|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE</b> (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY) |                                                                                                                                                                       |               |                   |               |       |
| BID NUMBER:                                                                                           | GTLM/CS03/2026/2027                                                                                                                                                   | CLOSING DATE: | 28 SEPTEMBER 2026 | CLOSING TIME: | 12H00 |
| DESCRIPTION                                                                                           | SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS |               |                   |               |       |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>     |                                                                                                                                                                       |               |                   |               |       |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

|                                                                                                                                                                       |                                                                                    |  |                                                                                                            |                                                                                        |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--|
| <b>GREATER TAUNG LOCAL MUNICIPALITY</b>                                                                                                                               |                                                                                    |  |                                                                                                            |                                                                                        |  |
| <b>STATION STREET</b>                                                                                                                                                 |                                                                                    |  |                                                                                                            |                                                                                        |  |
| <b>8580</b>                                                                                                                                                           |                                                                                    |  |                                                                                                            |                                                                                        |  |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                           |                                                                                    |  |                                                                                                            |                                                                                        |  |
| NAME OF BIDDER                                                                                                                                                        |                                                                                    |  |                                                                                                            |                                                                                        |  |
| 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:                                                                           |  | OR                                                                                                         | CSD No:                                                                                |  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE<br>[TICK APPLICABLE BOX]                                                                                                 | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No                    |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><br><input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |                                                                                        |  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                    |  |                                                                                                            |                                                                                        |  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |  |
| <b>TOTAL NUMBER OF ITEMS OFFERED</b>                                                                                                                                  |                                                                                    |  | <b>TOTAL BID PRICE</b>                                                                                     | R                                                                                      |  |
| <b>SIGNATURE OF BIDDER</b>                                                                                                                                            | .....                                                                              |  | <b>DATE</b>                                                                                                |                                                                                        |  |
| <b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>                                                                                                                        |                                                                                    |  |                                                                                                            |                                                                                        |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                                |                                                                                    |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                                           |                                                                                        |  |
| DEPARTMENT                                                                                                                                                            | SUPPLY CHAIN                                                                       |  | CONTACT PERSON                                                                                             | Ms R Jebetle                                                                           |  |
| CONTACT PERSON                                                                                                                                                        | Thabiso Sebe                                                                       |  | TELEPHONE NUMBER                                                                                           | 053 994 9400                                                                           |  |
| TELEPHONE NUMBER                                                                                                                                                      | 053 994 9400                                                                       |  | FACSIMILE NUMBER                                                                                           | 053 994 3917                                                                           |  |
| FACSIMILE NUMBER                                                                                                                                                      |                                                                                    |  | E-MAIL ADDRESS                                                                                             | <a href="mailto:jebetler@gtlm.gov.za">jebetler@gtlm.gov.za</a>                         |  |
| E-MAIL ADDRESS                                                                                                                                                        | <a href="mailto:sebet@gtlm.gov.za">sebet@gtlm.gov.za</a>                           |  |                                                                                                            |                                                                                        |  |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS 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.</p> <p>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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>                                                                                                                                                                                                     |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p><b>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.</b></p> | 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 |
| 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             |                                                          |                                                |                                                          |                                                                 |                                                          |                                                            |                                                          |                                                                |                                                          |

**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 BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## MBD 3.1

### PRICING SCHEDULE – FIRM PRICES

#### PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder..... Bid Number: GTLM/CS03/2026/2027

Closing Time: 12:00

Closing Date: 28 SEPTEMBER 2026

OFFER TO BE VALID FOR...90.....DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|----------------------------------------------------------------|
|----------|----------|-------------|----------------------------------------------------------------|

- Required by: .....

- At: .....

- Brand and Model .....

- Country of Origin .....

- Does the offer comply with the specification(s)? \*YES/NO

- If not to specification, indicate deviation(s) .....

- Period required for delivery .....  
\*Delivery: Firm/Not firm

- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

PREVIOUS WORK EXPERIENCE OF A SIMILAR NATURE

List main work experience of a **similar nature to this Bid** successfully executed and completed (or on-going) in the last five (5) years. Please attached appointments letters or orders for all listed.

| No | Institution / client / employer | Project description | Date started | Date completed (indicate projected completion if on-going) | Project value in Rand | Name and contact details of contact person / reference at institution |
|----|---------------------------------|---------------------|--------------|------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------|
| 1  |                                 |                     |              |                                                            |                       |                                                                       |
| 2  |                                 |                     |              |                                                            |                       |                                                                       |
| 3  |                                 |                     |              |                                                            |                       |                                                                       |
| 4  |                                 |                     |              |                                                            |                       |                                                                       |
| 5  |                                 |                     |              |                                                            |                       |                                                                       |
| 6  |                                 |                     |              |                                                            |                       |                                                                       |
| 7  |                                 |                     |              |                                                            |                       |                                                                       |
| 8  |                                 |                     |              |                                                            |                       |                                                                       |
| 9  |                                 |                     |              |                                                            |                       |                                                                       |
| 10 |                                 |                     |              |                                                            |                       |                                                                       |

Representatives of the GREATER TAUNG LOCAL MUNICIPALITY are hereby authorized to contact the above contact persons / references of the various institutions to verify the correctness of the information as supplied.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## TENDER OFFER

### APPOINTMENT: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS

Bid No: GTLM/CS03/2026/2027

Closing Date: 28 SEPTEMBER 2026

1. The following legal entity : (cross out block which is not applicable)

|                                                                                                                                                        |                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Company with limited liability/ Close Corporation<br>.....<br>And whose registration No is:<br>.....<br>And Whose income tax Reference No is:<br>..... | Natural Person or Partnership<br>.....<br>Whose identity Number(s) is/are<br>.....<br>Whose Income Tax Reference Number is/are<br>..... |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

Hereinafter refer red to as THE TENDERER

AND WHO IS (if applicable)

|                                              |
|----------------------------------------------|
| Trading under the name and style of<br>..... |
|----------------------------------------------|

AND WHO IS

|                                                                                                                                                                                 |                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Represented herein by:<br><br>Mr./Mrs./Ms. ....<br>Full name of representative in block letters<br>And who is duly authorized to do so, in his/her capacity as (TITLE)<br>..... | Note : A <b>Resolution/ Power of Attorney, signed by all directors/ member/Partners of the legal entity must complete in this tender, authorizing the representative to make this offer</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Hereby offer to the Greater Taung Municipality herein represented by the Municipal Manager to execute, complete and where specified maintain the above mentioned service in accordance with the specification, bill of quantities, conditions of tender and to the entire satisfaction of the Municipal Manager and subject to the conditions stipulated in the tender document for the amount indicated hereunder, and to provide all the labour, workmanship, plant, consumables and everything that is or may become necessary for the execution of the contract.

|                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Tender Price</b><br><br><b>R</b> ..... (including VAT)<br><br>Tender Price in Words<br>.....<br>..... (include VAT) |
|------------------------------------------------------------------------------------------------------------------------------|

4. The tenderer acknowledges that it is fully acquainted with the contents of all the conditions of this tender contained in this document and it accepts the conditions in all respects

.....  
Signature(s) of Tenderer(s)

**THUS DONE AND SIGNED** for and on behalf of Tenderer

At ..... on the ..... Day of ..... 20  
Place Date Month year

In the presence of the subscribing witnesses

1. .... Name in block letters .....
2. .... Name in block letters .....

**MBD 4**  
**DECLARATION OF INTEREST**

1. **No Bid will be accepted from persons in the service of the state\*.**
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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid:
  - 3.1 Full Name: .....
  - 3.2 Identity Number: .....
  - 3.3 Company Registration Number: .....
  - 3.4 Tax Reference Number: .....
  - 3.5 VAT Registration Number: .....
  - 3.6 Are you presently in the service of the state \*YES / NO  
\* Delete if not applicable
  - 3.6.1 If so, furnish particulars.  
.....  
.....
  - 3.7 Have you been in the service of the state for the past twelve months \*YES / NO  
\* Delete if not applicable
  - 3.7.1 If so, furnish particulars.  
.....  
.....
  - 3.8 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  
\* Delete if not applicable
  - 3.8.1 If so, furnish particulars.  
.....  
.....
  - 3.9 Are you aware of any relationship (family, friend, other) between a 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  
\* Delete if not applicable
  - 3.9.1 If so, furnish particulars  
.....  
.....

• MSCM 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.

.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? \*YES / NO  
\* Delete if not applicable

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? \*YES / NO  
\* Delete if not applicable

3.11.1 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.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of Bidder |

## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 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

- a) The value of this bid is estimated **not to exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

|                                                   | POINTS |
|---------------------------------------------------|--------|
| PRICE                                             | 80     |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                | 20     |
| Total points for Price and B-BBEE must not exceed | 100    |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, 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 purchaser.

#### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:

1)

certificate issued by an authorized body or person;

B-BBEE Status level

2) prescribed by the B-BBEE Codes of Good Practice;

A sworn affidavit as

3) requirement prescribed in terms of the B-BBEE Act;

Any other

(i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

#### LEGISLATIVE REQUIREMENTS

2. (1) An organ of state must determine its preferential procurement policy and implement it within the following framework:

(a) A Preference point system must be followed;

(b) (i) for contracts with a Rand value above a prescribed amount a maximum of 10 points may be allocated for specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 90 points for price;

(ii) for contracts with a Rand value equal to or below a prescribed amount a maximum of 20 points may be allocated for specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 80 points for price;

(c) any other acceptable tenders which are higher in price must score fewer points, on a pro-rata basis, calculated on their tender prices in relation to the lowest acceptable tender, in accordance with a prescribed formula;

(d) the specific goals may include—

(i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; 5

(ii) implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

#### BACKGROUND

In terms of Government Gazette no 47452 dated 4 November 2022, The Minister of Finance has in terms of section 5, read with section 2(1) (b) (i) and (ii) and 2(1) (c), of preferential Policy Frame Act, 2000 (Act No. 5 of 2000) and with effect from 16 January 2023, made the regulations set out in the schedule.

#### PROVISIONS OF THE AMENDED REGULATION

1.1. 1 The following are the key aspect that scrapped in the new regulation on the preferential procurement 2022:

1.1.1.1 Scrapping of Black Economic Empowerment and

1.1.1.2 Local content production.

1.1.1.3 Subcontracting of 30% of contract above R30 Million

1.1.1.4 Definitions. Etc

1.1.2. The following are the new aspects that included in the SCM Policy

1.1.2.1. The Municipality, in the tender documents must, stipulate:

a. The applicable preference point system as envisaged in regulations 4,5,6 or 7;

b. The specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal,

1.1.2.2 If It unclear whether the 80/20 or 90/10 preference point system applies, the Municipality must, in the tender documents, stipulate in the case of \_

a. an invitation for the tender for income-generating contract, 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 for income-generating contract, 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

Specific Goal: The Municipality in terms of preference point system is required to use the specific goal in terms of allocating the point which was not applicable in the previous policy. Specific goals refers to specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the

### SPECIFIC GOALS

The table below depicts how some of the specific goals will be awarded to different tenders as amended in the SCM policy. The specific goals will not be fixed for all tenders. The scores may change in consideration of the type of tender to be advertised, however the goals will not change. The scores for non HDI's will also be determined during the tender stages. The municipality will determine the scores of the specific goals according to the complexity of the tender.

| Historical Disadvantaged Individuals -HDI                | 80/20 Preferential Point System | Means of Verification                                                                                                                                                                                                                                                        |
|----------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Race-people who are Black, Coloured or Indian<br>Non HDI | 8<br>4                          | CSD report and Certified Copy of Identification Documentation                                                                                                                                                                                                                |
| Local Economic Development<br><br>Non HDI                | 6<br><br>3                      | Company head office residence within Greater Taung Local Municipality Jurisdiction as per CSD and rates and taxes/tribal proof of residence( please attach full CSD registration report to validate your locality- unchanged/edited preferred address for the past 3 months) |
| Gender-Women                                             | 3                               | CSD report and certified Copy of Identification Documentation                                                                                                                                                                                                                |
| Gender-Male                                              | 1                               |                                                                                                                                                                                                                                                                              |
| Youth                                                    | 2                               | CSD report and certified Copy of Identification Documentation                                                                                                                                                                                                                |
| Non HDI                                                  | 1                               |                                                                                                                                                                                                                                                                              |
| Disability                                               | 1                               | Certified copy of Doctor's certificate with medical practice number                                                                                                                                                                                                          |
| Non HDI                                                  | 0                               |                                                                                                                                                                                                                                                                              |

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

### 7. SUB-CONTRACTING

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

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

vi)

| 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 |  |  |
| Cooperative owned by black people                                 |  |  |
| Black people who are military veterans                            |  |  |
| <b>OR</b>                                                         |  |  |
| Any EME                                                           |  |  |
| Any QSE                                                           |  |  |

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

Municipality where business is situated

.....

Registered Account Number

.....

Stand Number

.....

**8.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?** .....

8.9 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 the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has 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) restrict the supplier or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

1. ....

.....

2. ....

.....

|                                                     |
|-----------------------------------------------------|
| <p>SIGNATURE (S) OF BIDDER (</p> <p>DATE: .....</p> |
|-----------------------------------------------------|

## MBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

### 3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|------------------------------------------------|-------------------------------------|
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |

4. Does any portion of the services, works or goods offered have any imported content?  
(***Tick applicable box***)

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

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency       | Rates of exchange |
|----------------|-------------------|
| US Dollar      |                   |
| Pound Sterling |                   |
| Euro           |                   |
| Yen            |                   |
| Other          |                   |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):

.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing

Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

|                                                                    |   |
|--------------------------------------------------------------------|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## DECLARATION OF SUPPLIER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited
2. This serves as a declaration in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The Bid of any supplier may be rejected if that bidder or any of its directors have:
  - a. abused the municipality's 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. Wilfully 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 as a company or person prohibited from doing business with the public sector?<br><br><b>(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).</b><br><br><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b> | Yes<br><input type="checkbox"/> | No<br><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)?<br><br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                          | Yes<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                                |
| 4.5   | Was any contract between the bidder and the municipality 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                                |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME  
SHOULD THIS DECLARATION PROVE TO BE FALSE.**

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of Bidder |

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 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).<sup>\*</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 2 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the 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 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.
- 3 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.
- 4 In order to give effect to the above, the attached Certificate of Quotation Determination (**MBD 9**) must be completed and submitted with the bid:

---

<sup>\*</sup> 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 BID DETERMINATION

I, the undersigned, in submitting the accompanying Bid:

**GTLM/CS03/2026/2027: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, LEASING OF PRINTING MACHINES AND MULTIFUNCTIONAL DEVICES INCLUDING PRINT MANAGEMENT SOFTWARE FOR THE PERIOD OF 36 MONTHS**

in response to the invitation for the Bid made by:

**GREATER TAUNG LOCAL MUNICIPALITY**

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 consortium\* 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.
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.

|                               |                                    |
|-------------------------------|------------------------------------|
| <p>.....</p> <p>Signature</p> | <p>.....</p> <p>Date</p>           |
| <p>.....</p> <p>Position</p>  | <p>.....</p> <p>Name of Bidder</p> |

\* 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.

# SECTION 3

**THE NATIONAL TREASURY**  
**Republic of South Africa**

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**GOVERNMENT PROCUREMENT:**  
**GENERAL CONDITIONS OF CONTRACT**

July 2010

**TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
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13. Incidental Services
14. Spare parts
15. Warranty
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# General Conditions of Contract

## 1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of quotations.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any supplier, and includes collusive practice among Suppliers (prior to or after Quotation submission) designed to establish Quotation prices at artificial non-competitive levels and to deprive the supplier of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the Quotation will be manufactured.

1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Supplier" means the successful supplier who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract.

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all quotations, contracts and orders including quotations for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a Quotation. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to Quotation are usually published in locally distributed news media and on the municipality/municipal entity website.

#### **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

#### **5. Use of contract documents and information inspection**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

#### **6. Patent Rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

#### **7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful supplier shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the supplier.

8.2 If it is a Quotation condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the supplier or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

## **11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

## **12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

## **13. Incidental Services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14. Spare parts**

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) In the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract,

or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his Quotation, with the exception of any price adjustments authorized or in the purchaser's request for Quotation validity extension, as the case may be.

## **18. Variation orders**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **19. Assignment**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the Quotation. Such notification, in the original Quotation or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within

the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 . Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction
- (iii) The period of restriction; and
- (iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 . If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

## **24. Antidumping and countervailing duties and rights**

24.1 When, after the date of Quotation, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. Limitation of Liability**

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

## **31. Notices**

31.1 Every written acceptance of a Quotation shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in

his Quotation or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any supplier whose tax matters are not in order. Prior to the award of a Quotation SARS must have certified that the tax matters of the preferred supplier are in order.

32.4 No contract shall be concluded with any supplier whose municipal rates and taxes and municipal services charges are in arrears.

### **33. Transfer of contracts**

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

### **34. Amendment of contracts**

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

### **35. Prohibition of restrictive practices**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a supplier(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a supplier(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a supplier(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the Quotation(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the supplier(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the supplier(s) or contractor(s) concerned.

# SECTION 4

Note: to be signed by the successful bidder

## **CONTRACTUAL FORMS**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## **CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### **PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### **WITNESSES**

1 .....

2. ....

DATE:.....

## MBD 7.1

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
- (iv) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE:.....

## CONTRACT FORM - RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity  
as.....accept your bid under reference  
number .....dated.....for the rendering of services  
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the  
terms and conditions of the contract, within 30 (thirty) days after receipt of an  
invoice.

| DESCRIPTION OF<br>SERVICE | PRICE (ALL<br>APPLICABLE<br>TAXES<br>INCLUDED) | COMPLETION<br>DATE | B-BBEE<br>STATUS LEVEL<br>OF<br>CONTRIBUTION | MINIMUM<br>THRESHOLD<br>FOR LOCAL<br>PRODUCTION<br>AND CONTENT<br>(if applicable) |
|---------------------------|------------------------------------------------|--------------------|----------------------------------------------|-----------------------------------------------------------------------------------|
|                           |                                                |                    |                                              |                                                                                   |

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE:.....

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating delivery instructions is forthcoming.
6. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|----------|---------------------------------------|-------|-----------------|-------------------------------------|--------------------------------------------------------------------|
|          |                                       |       |                 |                                     |                                                                    |

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

#### WITNESSES

1. ....

2. ....

DATE .....

# SECTION 5

## **MUNICIPAL RATES AND TAXES**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

**MUNICIPAL RATES AND SERVICES**

| Names of Directors/Partners/Senior Managers | Physical residential address of the Director/Partner/Senior Manager | Residential Municipal Account number(s) | Name of Municipality |
|---------------------------------------------|---------------------------------------------------------------------|-----------------------------------------|----------------------|
|                                             |                                                                     |                                         |                      |
|                                             |                                                                     |                                         |                      |
|                                             |                                                                     |                                         |                      |
|                                             |                                                                     |                                         |                      |
|                                             |                                                                     |                                         |                      |
|                                             |                                                                     |                                         |                      |

NB: Please attach copy/copies of Municipal Account(s)

**DECLARATION**

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

.....  
Signature

.....  
Date

Position

Name of Bidder

## **BID CHECKLIST**

**SUPPLY, DELIVERY, INSTALLATION,  
MAINTENANCE, LEASING OF PRINTING  
MACHINES AND MULTIFUNCTIONAL  
DEVICES INCLUDING PRINT  
MANAGEMENT SOFTWARE FOR THE  
PERIOD OF 36 MONTHS**

## 1.1 BID CHECKLIST

Suppliers are to use this checklist to ensure that the Quotation documentation is complete for administrative compliance. The supplier is to indicate that the documentation is complete and included in the Quotation document by completing the table below.

Tick to indicate that the information is included

| Item | Description                                                                                                                                                                                        | Yes                      | No                       | n/a                      |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1.   | Is your business registered as accredited prospective supplier with the GREATER TAUNG LOCAL MUNICIPALITY?                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.   | Is the Quotation document administration fee paid and a copy of the receipt attached to the Quotation document?                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.   | Did you read and understand all pages of the Quotation document?                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.   | Did you complete the Quotation documents in black ink?                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.   | Did you provide a certified copy of your company registration and VAT registration certificates?                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.   | Did you provide a certified copy of your identity document in case of sole proprietorship?                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.   | Did you provide registration certificate pertaining to the relevant industry e.g. (Electrical Contractors Board), if applicable?                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.   | Did you provide a covering letter?                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.   | Did you provide an original/copy and valid tax clearance certificate?                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.  | Did you complete and sign the Quotation Declaration Form?                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.  | Where applicable, is the resolution taken the Board of Directors/Members/Partners completed and signed? Remember it should be on the letterhead of the company.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.  | Where applicable, is the resolution taken the Board of Directors of a Consortium or Joint Venture completed and signed?                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13.  | Is invitation to Quotation completed and signed? (MBD 1)                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14.  | Is the Declaration of Interest completed and signed? (MBD 4)                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15.  | Is the Declaration of Supplier's Past Supply Management Practices completed and signed? (MBD 8)                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16.  | Is the Certificate of Independent Quotation Determination completed and signed? (MBD 9)                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17.  | Did you complete and sign the Previous Work Experience of a Similar Nature section?                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18.  | Is the Preference Points Claim Form in Terms of the Preferential Procurement Regulation 2011 completed and signed? (MBD 6.1)                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19.  | Did you provide an original and valid B-BBEE status level verification certificate or a certified copy thereof or, if you qualify as an EME, did you provide a verification certificate? (MBD 6.1) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20.  | Is the Declaration Certificate for Local Production and Content for Designated Sector completed and signed? (MBD 6.2)                                                                              |                          |                          |                          |
| 21.  | Does the product/service offered conform to the Quotation Specifications?                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22.  | Is Pricing Schedule completed? (MBD 3.1)                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|     |                                                                   |                          |                          |                          |
|-----|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 23. | Is the list of past working experience attached (with references) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Is your quotation attached and signed?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
Signature of bidder

\_\_\_\_\_  
Date