



TENDER NUMBER - EDM/07/2025-26

Tenders are hereby invited from capable and experienced service provider for the **APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF MULTIFUNCTIONAL COPIER MACHINES AND PLOTTER FOR A PERIOD OF THREE YEARS**

1. Only tenderers who have provided the following mandatory information and documents to be used to evaluate the bidder's responsiveness will be considered for further evaluation on functionality;

- 1.1 Only service providers that are registered on the Central Supplier Database will be considered for the awarding of this tender and a copy of CSD report not later than three months should be attached.
- 1.2 Price(s) quoted must be firm, VAT and other taxes inclusive, valid and fixed for the duration of the contract.
- 1.3 No tenders shall be considered from persons who are in the service of the state.
- 1.4 Service providers are required to fully complete the attached MBD forms and be submitted together with their tenders.
- 1.5 Attach a bank account confirmation letter with bank stamp not older than three months accompanied with an affidavit confirming the business bank account details - if the banking details are not verified on the CSD report.
- 1.6 Attach original certified copy of identity documents (ID) of company directors.
- 1.7 Provide original certified copy of the company registration certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8 Valid SARS pin certificate must be attached.
- 1.9 Attach a verifiable copy of municipal accounts for both the bidder and company director/s not older than three months or an original certified copy of proof of residence (PTO) issued by a relevant traditional authority or a copy of a valid lease agreement.

- if aforementioned account information of the bidder is not applicable the tenderer must attach an original certified copy of proof of residence (PTO) issued by a relevant traditional authority or a copy of a valid lease agreement.
- 1.10 Joint Venture or Consortium Agreement if applicable.
- 1.11 All tender documents must be duly signed and submitted on the PDF document that has been issued and reproduced documents will be rejected.

2. This bid will be evaluated applying the 80/20 preference point system in terms of the Preferential Procurement Policy of the Ehlanzeni District Municipality. The policy preference point system will be applied as follows;

- 2.1 The 80 points will be for price; and
- 2.2 The 20 points will be allocated for the specified goals on a proportional or pro rata basis as follows:

POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned Enterprise	5,0	A copy of a Full CSD report not older than 3 months
More than 30% woman or women shareholding or owned enterprise	2,5	
more than 30% youth shareholding or owned enterprise	2,5	
More than 30% people living with disability shareholding or owned Enterprise	2,5	A copy of a Medical Certificate to confirm disability or stated on the CSD
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as *EMEs located within the Ehlanzeni District Municipality area of jurisdiction	2,5	➤ A copy of a Full CSD report not older than 3 months NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.9 above.
B-BBEE level 1 contribution	5,0	➤ Certified Valid SANAS Accredited BBBEE certificate; or ➤ Certified Valid EME and SME a sworn affidavit; or ➤ Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership.
TOTAL PREFERENCE POINTS TO BE CLAIMED	20,0	

**EMEs are Exempted Micro Enterprise with an annual turnover of R10 million or less.*

**All the certified copies as stated must not be older than three months.*

Received tenders will be evaluated for responsiveness based on mandatory requirements, functionality and bidders who obtain a minimum of **70 points** out of a possible **100 points** for further evaluation on the preference point scoring system.

Tender documents can be viewed and downloaded at no cost on the Document Sharing and Collaboration Platform or Portal (NEPTUNE): <http://edmservices.ehlanzeni.gov.za> and National Treasury Portal from **Friday, 25 July 2025**. Further information regarding the downloading and uploading of documents will be explained at the compulsory briefing session.

A compulsory briefing session will be held on **Wednesday, 30 July 2025 at 10H00**, at **Ehlanzeni District Municipality Office Complex, DMC, 8 Van Niekerk Street, Sonheuwel Central, Mbombela, 1201**.

Where tenders should be submitted - Completed tender and other returnable documents must be submitted only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za> on or before **Wednesday, 06 August 2025** not later than **12h00**.

Tender Documents received by telegram, fax and post will not be considered. Late bids shall not be accepted.

Enquiries: Contact Person - ADMINISTRATION: Mr. S P Khumalo at 013 759 8510 or pkhumalo@ehlanzeni.gov.za

Contact Person – TECHNICAL: Ms. L Espag at 013 759 8500 or lswiegelaar@ehlanzeni.gov.za

Visit our website: www.ehlanzeni.gov.za

Employer:

**Acting Municipal Manager
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