

OFFICE OF THE SUPPLY CHAIN MANAGEMENT

1.1 DESCRIPTION OF SERVICE: ONSITE SERVICE, REPAIR AND REPLACEMENT OF ALL ROLLERS OF HP LASERJET 1536DNF PRINTER

BACKGROUND: HP printer 1536dnf requires service, Serial number CND9D86DM8

PURPOSE: Service of HP printer 1536dnf

SCOPE OF WORK: Service of HP printer 1536dnf

SPECIFICATION	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
1. Onsite Service of HP printer 1536dnf Serial number CND9D86DM8 - Provides full services - Replace of current paper input and out put rollers with new rollers, specific for an HP printer. - If the repairs or replacement of the printer require that the printer be removed from ARC premises the following would apply: printer is removed from the ARC's premises an ARC asset removal form will be issued to the service provider, the service provider will sign the form and will take full responsibility to ensure that the printer is taking care of and will ensure that the printer is in the same good condition on its return, with no damage. If the service provider damaged the printer, the service provider will replace it with the same HP printer or latest available at the service providers cost. If the HP printer 1536dnf, with Serial number CND9D86DM8, is returned in a poor condition or if it is not working like it is supposed to work, due to negligence of the service provider or if incorrect parts was used or parts not being inserted correctly, that's causing malfunction of the printer, the service provider will be held responsible for any cost to repair the HP printer 1536dnf, with Serial number CND9D86DM8, to the same state it was in before it was removed from the ARC's property for the service. The service provider must be registered to work on printers such as SITA accredited or equivalent and must provide the ARC with a service warranty of the service and parts that was done/replace on the printer.			

The service provide will stay in contact with the end user – ARC until the printer is returned to the premises of the ARC. The service provider must indicate how long the service will take and indicate when the printer will be returned on the day it is collected to be serviced.			
GENERAL CONDITIONS FOR THE PURCHASE ORDER AGREEMENT			
Comply with specs. - Prices should include delivery and taxes. Printer must be packaged in such a way it will not be scratched from ARC office to the supplier location and back, packaging will be done by supplier			

1.2 PRICING SCHEDULE FOR THE ONSITE SERVICE AND REPLACEMENT OF ALL ROLLERS OF HP LASERJET 1536DNF PRINTER

Item description	QTY	Unit price	Total Price
1. Service of HP printer 1536dnf & replace all rollers	1		
Other: Delivery			
SUBTOTAL			
VAT			
GRANDTOTAL			

1. The specification prepared by

Name Romien Swanepoel

Signature: 

Date: 19 July 2023

EVALUATION PROCESS & CRITERIA STAGE ONE FOR ONSITE SERVICE AND REPLACEMENT OF ALL ROLLERS OF HP LASERJET 1536DNF PRINTER

ADMINISTRATIVE COMPLIANCE EVALUATION OF ALL PROPOSALS

	Comply with specification. Please indicate (Yes or No)		
	Yes	No	If no, indicate deviation
EVALUATION PROCESS: NB: It must be noted that ARC reserve the rights to request for clarification if all the below questions are not answered properly.			
<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>			
All suppliers are duly lodged will be examined to determine compliance with quoting requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated or disqualified from further adjudication. (a) Mandatory Quotes will only be compliant if supplier has submitted the following documents:			
<i>Administrative documents</i> 1. According to National Treasury SCM Instruction number 4 of 2016/2017, only suppliers who are registered on Central Supplier Database (CSD) may be appointed. Suppliers is therefore encourage to register their entities on CSD, www.csd.gov.za and such information will be verified through Central Supply Database (CSD);			
2. All SBD documents must be submitted and completed;			
3. The supplier must comply with all the specification			
4. Contact Details, VAT number, Company registration number, Bank details must be appended on the supplier quote.			
(b) Non-Mandatory Valid B-BBEE certificate or sworn affidavit certify by commissioner of oaths.			

Collection / Delivery Address: ARC Nietvoorbij Farm, R44 /Klapmuts Road, Opposite Cloetesville community in Stellenbosch

SUPPLIER'S DETAILS:

Company Name:

Contact person:

Contact number & Email:

Date & Signature:



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (Name).....

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

² 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder