

MUNISIPALITEIT DAWID KRUIPER MUNICIPALITY



TN019/2024 :

**SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF
PHOTOCOPIER MACHINES ON A 3 YEAR OPERATIONAL LEASE
WITH MAINTENANCE AGREEMENT**

Name of bidder	
Contact details	Telephone Number: <hr/> Cell phone Number: <hr/>
Email address	
CSD Registration Nr	MAAA
B-BBEE Status Level	
Locality (where the business is located)	
TOTAL BID AMOUNT:	R <hr/> (Inclusive of VAT)

DAWID KRUIPER MUNICIPALITY

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF

PHOTOCOPIER MACHINES ON A 3 YEAR OPERATIONAL LEASE

WITH MAINTENANCE AGREEMENT

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DAWID KRUIPER MUNICIPALITY

Republic of South Africa



DAWID KRUIPER MUNICIPALITY PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

**SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF
PHOTOCOPIER MACHINES ON A 3 YEAR OPERATIONAL LEASE
WITH MAINTENANCE AGREEMENT**

DAWID KRUIPER MUNICIPALITY

SECTION "A"

GENERAL CONDITIONS OF QUOTATION

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GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**Dawid Kruiper: Republic of South Africa****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 bids.
 - 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.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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- 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 bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder 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 bid 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.

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- 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 bidder 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 bids, contracts and orders including bids 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 bid. Where applicable a non-refundable fee for documents may be charged.

- 3.2 Invitations to bid are usually published in locally distributed news media and on Dawid Kruiper municipality's 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 so far as may be necessary for purposes of such performance.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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- 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 Dawid Kruiper municipality, the intellectual, copy and patent rights or ownership of such documents or projects will vest in Dawid Kruiper municipality.

**7. Performance
security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder 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.

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**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder 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.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**Dawid Kruiper: Republic of South Africa****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.

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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.

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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 fulfillment 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.

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| 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 bid, with the exception of any price adjustments authorized or in the purchaser's request for bid 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 contracts if not already specified in the bid. Such notification, in the original bid 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. |

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- 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 judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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- 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 Daulters. 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

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| 24. Antidumping
and
countervailing
duties and rights | 24.1 When, after the date of bid, 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.

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28. Limitation of Liability	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(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</p> <p>(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.</p>
29. Governing Language	<p>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.</p>
30. Applicable law	<p>30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.</p>
31. Notices	<p>31.1 Every written acceptance of a bid 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 bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.</p> <p>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.</p>
32. Taxes and duties	<p>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.</p>

- 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 bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

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| 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 bidder(s) is / are or a contractor(s) was / were involved in collusive bidding. |
| | 35.2 | If a bidder(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 bidder(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 bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(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 bidder(s) or contractor(s) concerned.

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SPECIFICATION

1. SCOPE OF BID

To have efficient and effective document reproduction needs for the day to day operations, Dawid Kruiper Municipality wants to secure the service of a provider which can supply a three-year lease/rental of brand new colour and mono laser multifunction copier machines in accordance with the specifications in this tender.

2. CLOSING DATE AND COMPULSORY SITE INSPECTION MEETING

Sealed bids clearly marked “**TN019/2024: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PHOTOCOPIER MACHINES ON A 3 YEARS OPERATIONAL LEASE WITH MAINTENANCE**” must be placed in the Municipal tender Box **before or at 14:00 on Friday, 11 October 2024** and will be opened directly thereafter in the Councillor Chambers at the Municipal Offices.

3. GENERAL REQUIREMENTS

- 3.1. This bid document as a whole, without any alteration, modification, deletion, editing or formatting of the documents content, must be completed and returned no later than the closing date and time to be evaluated. Any incomplete, altered, modified, edited or formatted document will not be considered.
- 3.2. The lowest or only bid will not necessarily be accepted.
- 3.3. Bids per fax or E- mail will also not be considered, only the original signed document will be accepted.
- 3.4. The following forms, Summary of items and bid price, MBD 1, MBD 4, MBD 6.1, MBD 7.1, MBD 8 and MBD 9, must be completed.
- 3.5. Bids will be evaluated in accordance with the applicable Preferential Point Scoring System as set out in the Councils Supply Chain Management Policy.
- 3.6. Bidders must be registered at National Treasury's Central Suppliers Data Base (CSD) and proof must be submitted.
- 3.7. A copy of the tax clearance certificate issued and/or the document issued by SARS indicating the tax clearance PIN. Please note that it is the responsibility of the supplier to ensure that all tax related matters are in order daily.

4. COMPULSORY DOCUMENTATION

These documents **must be attached** to the bid form. **Bids not containing these documents will be deemed as Non-Responsive**

- 4.1 A copy of the Municipal account not older than 3 months and not in arrears for more than 90 days, on date of submission.
- 4.2 If the bidder is not liable for levies for municipal services, a Sworn Affidavit indicating reasons as to why a municipal account cannot be submitted and/or a valid Lease Agreement indicating such must be provided.

5. BID PRICING

- 5.1. Bidders are required to quote prices according to the price schedules and specifications.
- 5.2. Price(s) quoted must be valid for at least 120 days from bid closing date
- 5.3. Price(s) quoted must be firm and must be inclusive of VAT.
- 5.4. All prices must include delivery cost, accommodation and travel cost.

6. METHOD OF DELIVERY AND ADDRESS

Goods and services must be delivered as a whole.
Delivery must be made to

Dawid Kruiper Municipality
Corner of Scott & Mutual Street
Upington
Northern Cape
8800

7. SPECIFIC REQUIREMENTS

- 7.1. The CONTRACTOR shall undertake the implementation to “**SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PHOTOCOPIER MACHINES ON A 3 YEAR**

OPERATIONAL LEASE WITH MAINTENANCE AGREEMENT”, in accordance with the specifications and subject to the terms and conditions of this tender.

7.2. **CONTRACTOR REQUIREMENTS**

The contractor must meet the following requirements

- 7.2.1. Must be competent and experienced in the field of leasing and maintenance of copier machines with a minimum of three (3) years prior experience on similar projects.
- 7.2.2. Required to submit a company profile, list of present and previous clientele, and certifications issued by past and present clients indicating the Contractor's satisfactory performance. **None submission of aforementioned will result in the bid be non-responsive and disqualified.**
- 7.2.3. Must be an authorized reseller of the brand at the time of the bid. The CONTRACTOR is required to submit a manufacturer's letter certifying the same. **None submission of aforementioned will result in the bid be non- responsive and disqualified.**
- 7.2.4. Must be an authorized service provider of the brand at the time of the bid. The CONTRACTOR is required to submit a manufacturer's letter certifying the same. **None submission of aforementioned will result in the bid be non- responsive and disqualified.**

7.3. **INSTALLATION REQUIREMENTS**

The CONTRACTOR shall install the leased equipment in the designated departments/offices as per table below and in accordance of the requirements set out in this section:

DEPARTMENTS/OFFICES	LOCATION	NO OF UNITS AND TYPE
Registration and Archives	Basement at Head Office	1 High Volume Colour, 1 High volume Mono
Human Settlements and Housing	Ground Floor, 1 st Wing	1 Medium volume Mono
Finance Indigent/debt recovery	Ground Floor, 1 st Wing	1 Medium volume Mono
Finance/ Debtors	Ground Floor, 1 st Wing	1 High volume Mono 1 Medium volume Mono
Finance/ Creditors	Ground Floor, 2 nd Wing	1 Medium volume Mono

DEPARTMENTS/OFFICES	LOCATION	NO OF UNITS AND TYPE
Human Resource Management	Ground Floor, 2 nd Wing	1 High volume Mono
Office of Director Corporate Service	1 st Floor, 2 nd Wing	1 High Volume Colour,
Office of Director Civil Engineering Services	1 st Floor, 1 st Wing	1 Medium volume Mono
Office of the Mayor and Speaker	1 st Floor, 1 st Wing	1 High Volume Colour
LED and Tourism	Library Upington	1 Medium Volume Colour
Legal Department	Library Upington	1 Medium Volume Colour
Director Electro- Mechanical Services	Electricity Department	1 Medium volume Mono
Traffic Offices – Licenses	Traffic Department	2 Medium volume Mono
Traffic Offices – Administration	Traffic Department	1 Medium volume Mono
Fire Brigade and Disaster Management	Fire Brigade	1 Medium volume Mono
Client Services and Call Centre	Fire Brigade	1 Medium volume Mono
Finance Supply Chain	Stores building	1 High volume Mono 1 Medium volume Mono
Streets and stormwater	Streets and stormwater	1 Medium volume Mono
Water distribution	Water distribution	1 Medium volume Mono
Civic	Civic building	1 Medium volume Mono
Water purification works	Abraham holbors	1 Medium volume Mono
IDP	ND Swart Offices	1 Medium volume Mono
Rietfontein Satellite Office	Rietfontein	1 Medium Volume Colour 1 Medium volume Mono
		3 High Volume Colour
		3 Medium Volume Colour

DEPARTMENTS/OFFICES	LOCATION	NO OF UNITS AND TYPE
Totals		4 High volume Mono
		18 Medium volume Mono

- 7.3.1. The CONTRACTOR shall enforce any precautionary measures required to ensure work is safe and protected
- 7.3.2. The CONTRACTOR shall perform the installation, testing, commissioning of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building be carried out during the same period.
- 7.3.3. The CONTRACTOR shall provide DAWID KRUIPER MUNICIPALITY's Information Technology and Registry and Archives Divisions to have the right to observe during the installation procedures.
- 7.3.4. The CONTRACTOR shall supply all consumables, i.e., toner, machine parts (pick up rollers, toner waste boxes, etc., and shall be for the account of the CONTRACTOR excluding copy paper.
- 7.3.5. All toner and other consumables provided must be brand new and original. The CONTRACTOR must submit a manufacturer's letter certifying the authenticity of the toners and consumables.

7.4. **MAINTENANCE REQUIREMENTS**

The CONTRACTOR to provide a service and maintenance agreement containing the following minimum specifications:

- 7.4.1. Without additional cost to the DAWID KRUIPER MUNICIPALITY, the CONTRACTOR shall deploy technicians who shall conduct monthly unit inspection and calibration to keep the machines in good working condition at all times.
- 7.4.2. Technicians inspections be done with the assistance of DAWID KRUIPER MUNICIPALITY's Information Technology and or Registry and Archives Divisions, Mondays to Fridays, at 7:30 am to 4:30 pm.
- 7.4.3. Any damaged/ unserviceable parts shall be repaired/replaced without charge to DAWID KRUIPER MUNICIPALITY within a reasonable period as communicated and agreed upon.
- 7.4.4. The CONTRACTOR will have local technicians available to act on reports of malfunctioning of equipment
- 7.4.5. The CONTRACTOR must observe the maximum response time of within four (4) hours from the time the DAWID KRUIPER MUNICIPALITY makes its request for on-site

services during regular working days. In case of prolonged or recurring mechanical failure on the unit/s and/or unserviceable within 24 hours or one day from the time of notice, the CONTRACTOR must provide replacement unit/s of same capabilities.

- 7.4.6. The CONTRACTOR shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment.

7.5. MONTHLY COSTS

The lease term will be for a period of 36 months.

- 7.5.1. The lease instalment will be paid to the contractor at a fixed cost on a monthly basis upon submission of invoice by the CONTRACTOR.
- 7.5.2. Service charges shall be on a **cost-per-page** (all-inclusive in of consumables, maintenance and replacement of parts and the services of machines and technicians costs), based on monthly meter readings taken from each machine, as evidenced by the meter reading cards/report. Computation will be based on the number of copies shown on the meter reading cards/reports. Payment will take place on receiving an invoice from the CONTRACTOR
- 7.5.3. The monthly meter readings shall be conducted by a duly-authorized representative of Dawid Kruiper Municipality and the **CONTRACTOR**.

7.6. TRAINING REQUIREMENTS

The CONTRACTOR must provide the following training to DAWID KRUIPER MUNICIPALITY's personnel

- 7.6.1. The CONTRACTOR shall conduct Technical Training to DAWID KRUIPER MUNICIPALITY's Information Technology personnel for the administration, operation, maintenance and fault finding of the products to be supplied. This covers the requirements for operational and technical training to enable correct use, operation and maintenance of the leased machines. The comprehensive trainings shall be provided to ensure that operation and maintenance personnel will be capable to competently operate and maintain the system.
- 7.6.2. The CONTRACTOR shall conduct Operator Training to DAWID KRUIPER MUNICIPALITY's personnel for the operation and correct handling of the products to be supplied. This covers the requirements for operations in the correct use and operation of the leased machines. The comprehensive training shall be provided to ensure that operation personnel will be capable to competently operate the equipment regarding printing, scanning and copying of documents and replacing paper
- 7.7. The CONTRACTOR shall provide additional copier machine/s to the DAWID KRUIPER MUNICIPALITY upon request within five (5) working days from receipt of advice from the DAWID KRUIPER MUNICIPALITY under the same terms and conditions of the contract.
- 7.8. The DAWID KRUIPER MUNICIPALITY shall, without additional cost, benefit from any improvement that may be introduced in said machines due to advancements in technology.

7.9. PRODUCT SPECIFICATIONS

The product and system's design shall be in accordance with the following specifications: **Note that the Bidder is responsible to complete the table below to indicate whether the product comply with the specifications and provide the page number on the specification sheet that attests to that effect. Failure to complete the table below will result into the bid be non- responsive and will be disqualified.**

7.9.1. 4 x High volume Mono Laser MF PRINTERS: – 85 PAGES PER MINUTE WITH AVERAGE VOLUME 300000 PM OR HIGHER

<u>Copier Specifications Compliance</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet (Page number)
<u>Copier Functions</u>	<u>Yes</u>	<u>No</u>	
Copy Speed - 85 pages per minute			
Colour Display 10.1 inch Touch Screen			
Memory: 4 GB Ram			
Hard Drive: 320 GB Self Encrypting Drive			
Scan: up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour),			
Maximum Original Size: A3			
Warm up time: 20 seconds, first copy: 4.1 seconds			
Tandem Large Capacity: LCF A4 / 60 - 256 gsm Stack Feed Bypass (Multi feed) 13" x 19" - A6R / 60 - 300 gsm Banner (313.4 x 1,200 mm) / 90 - 163 gsm			
<u>Scan Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Resolution: 600 x 600dpi			
Scan Speed: DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour)			
Scan Mode: Greyscale, Full Colour, Auto Colour File Format: Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, XPS-Multi/ Single Page, DOCXMulti/Single Page, XLSX-Multi/Single Page, PPTX-Multi/Single Page(Opt.)			

<u>Copier Specifications Compliance</u>			Reference to product specifications sheet (Page number)
<u>Copier Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Colour/Greyscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDFMulti/Single Page, XPS-Multi/Single Page, DOCX/XLSX/PPTX-Multi/ Single Page(Opt.)			
<u>Printer Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Print Speed: 85 Prints per minute (mono)			
Print Resolution: 600 x 600 dpi, 2,400 x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit) or 3,600 x 1,200 dpi (With Smoothing) PS Only			
Print Language: PCL6 (PCL,XL), PCL5e, PCL5c			
Operating Systems Windows® Vista (SP2), Windows® 7 (SP1), 8, 8.1, 10, Windows Server® 2008 (SP2)/R2, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.4.11, 10.5.7, 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®			
Interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth			
Wireless Device: AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)			
<u>Finisher Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
50 Sheets Stapler Finisher			
2/4 Hole Punch Kit Unit			

<u>Copier Specifications Compliance</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet (Page number)
<u>Copier Functions</u>	<u>Yes</u>	<u>No</u>	
<u>Standard Software Functions</u>			
(e-BRIDGE Fleet Management Software)			
Account Manager Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device)			
Login Name/Password (via Windows® domain) or Login Name/Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function			
Please Note: Compliance to each section of device function is mandatory, suppliers must make a selection confirming each item, it is also required that the supplier provide the Dawid Kruiper Municipality with the Datasheet/brochure as proof of compliance to the requested specifications. It is also compulsory to indicate where on the Datasheet/brochure the specification could be found.			
Only the Datasheet/brochure for the required specifications will be considered for evaluation process.			

7.9.2. 3 X High volume COLOUR Laser MF PRINTER: – 55 PAGES PER MINUTE WITH AVERAGE VOLUME OF 100000 PM OR HIGHER

<u>Copier Specifications and Compliance</u>			Reference to product specifications sheet (Page number
<u>Copier Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Copy Speed - 55 pages per minute			
Colour Display 10.1 inch Touch Screen			
Memory: 4 GB Ram			
Hard Drive: 320 GB Self Encrypting Drive			
Scan: up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour),			
Maximum Original Size: A3			
Warm up time: 20 seconds, first copy: 5.2 seconds			
<u>Scan Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Resolution: 600 x 600dpi			
Scan Speed: DSDP Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour) RADF Scan: Up to 73 IPM (Monochrome or Colour)			
Scan Mode: Greyscale, Full Colour, Auto Colour File Format: Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, XPS-Multi/ Single Page, DOCXMulti/Single Page, XLSX-Multi/Single Page, PPTX-Multi/Single Page(Opt.)			
Colour/Greyscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDFMulti/Single Page, XPS-Multi/Single Page, DOCX/XLSX/PPTX-Multi/ Single Page(Opt.)			
<u>Printer Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Print Speed: 55 Prints per minute (mono)			

<u>Copier Specifications and Compliance</u> <u>Copier Functions</u>	<u>Comply Yes / No</u> <u>Yes</u> <u>No</u>		Reference to product specifications sheet (Page number
Print Resolution: 600 x 600 dpi, 2,400 x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit) or 3,600 x 1,200 dpi (With Smoothing) PS Only			
Print Language: PCL6 (PCL,XL), PCL5e, PCL5c			
Operating Systems Windows® Vista (SP2), Windows® 7 (SP1), 8, 8.1, 10, Windows Server® 2008 (SP2)/R2, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.4.11, 10.5.7, 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®			
Interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth			
Wireless Device: AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)			
<u>Finisher Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
50 Sheets Stapler Finisher			
2/4 Hole Punch Kit Unit			
<u>Standard Software Functions</u>			
(e-BRIDGE Fleet Management Software)			
Account Manager Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device)			
Login Name/Password (via Windows® domain) or Login Name/ Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function			
Please Note: Compliance to each section of device function is mandatory, suppliers must make a selection confirming each item, it is also required that the supplier provide the Dawid Kruiper Municipality with the Datasheet/brochure as proof of compliance to the requested			

<u>Copier Specifications and Compliance</u>			Reference to product specifications sheet
	<u>Comply Yes / No</u>		(Page number
<u>Copier Functions</u>	<u>Yes</u>	<u>No</u>	
specifications. It is also compulsory to indicate where on the Datasheet/brochure the specification could be found.			
Only the Datasheet/brochure for the required specifications will be considered for evaluation process,			

**3.9.3 18 X Medium volume Mono Laser MF PRINTER: 45 PAGES PER MINUTE
AVERAGE VOLUME 50000 PM OR HIGHER**

3. <u>Copier Specifications Compliance</u>			
	<u>Comply Yes / No</u>		Reference to product specifications sheet
<u>Copier Functions</u>	<u>Yes</u>	<u>No</u>	Page number
Copy Speed - 45 pages per minute			
Colour Display 10.1 inch Touch Screen			
Memory: 4 GB Ram			
Hard Drive: 320 GB Self Encrypting Drive			
Scan: up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour),			
Maximum Original Size: A3			
Warm up time: 20 seconds, first copy: 3.6 seconds			
	<u>Comply Yes / No</u>		
<u>Scan Functions</u>	<u>Yes</u>	<u>No</u>	
Resolution: 600 x 600dpi			
Scan Speed: DSDP Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour) RADF Scan: Up to 73 IPM (Monochrome or Colour)			
Scan Mode: Greyscale, Full Colour, Auto Colour File Format: Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, XPS-Multi/ Single Page,			

3. Copier Specifications Compliance			
<u>Copier Functions</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet
	<u>Yes</u>	<u>No</u>	Page number
DOCXMulti/Single Page, XLSX-Multi/Single Page, PPTX-Multi/Single Page(Opt.)			
Colour/Greyscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDFMulti/Single Page, XPS-Multi/Single Page, DOCX/XLSX/PPTX-Multi/ Single Page(Opt.)			
<u>Printer Functions</u>	<u>Comply Yes/ No</u>		
	<u>Yes</u>	<u>No</u>	
Print Speed: 45 Prints per minute (mono)			
Print Resolution: 600 x 600 dpi, 2,400 x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit) or 3,600 x 1,200 dpi (With Smoothing) PS Only			
Print Language: PCL6 (PCL,XL), PCL5e, PCL5c			
Operating Systems Windows® Vista (SP2), Windows® 7 (SP1), 8, 8.1, 10, Windows Server® 2008 (SP2)/R2, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.4.11, 10.5.7, 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®			
Interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth			
Wireless Device: AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)			
<u>Standard Software Functions</u>			
(e-BRIDGE Fleet Management Software)			
Account Manager Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device)			
Login Name/Password (via Windows® domain) or Login Name/ Password (via			

3. Copier Specifications Compliance			
<u>Copier Functions</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet
	<u>Yes</u>	<u>No</u>	Page number
LDAP Server) for Copy, Print, Scan, Fax, List, and User Function			
Compliance to each section of device function is mandatory, suppliers must make a selection confirming each item, it is also required that the supplier provide the Dawid Kruiper Municipality with the Datasheet/brochure as proof of compliance to the requested specifications. It is also compulsory to indicate where on the Datasheet/brochure the specification could be found.			
Only the Datasheet/brochure for the required specifications will be considered for evaluation process.			

**7.9.3. 3 X Medium volume COLOUR Laser MF PRINTER: – 45 PAGES PER MINUTE
WITH AVERAGE VOLUME OF 50000 PM OR HIGHER**

<u>Copier Specifications Compliance</u>			
<u>Copier Functions</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet
	<u>Yes</u>	<u>No</u>	Page number
Copy Speed - 45 pages per minute			
Colour Display 10.1 inch Touch Screen			
Memory: 4 GB Ram			
Hard Drive: 320 GB Self Encrypting Drive			
Scan: up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour),			
Maximum Original Size: A3			
Warm up time: 20 seconds, first copy: 3.6 seconds			
<u>Scan Functions</u>	<u>Comply Yes / No</u>		
	<u>Yes</u>	<u>No</u>	
Resolution: 600 x 600dpi			
Scan Speed: DSDF Scan: Up to 240 IPM Duplex, 120 IPM Simplex (Monochrome or Colour) RADF Scan: Up to 73 IPM (Monochrome or Colour)			

<u>Copier Specifications Compliance</u>			
<u>Copier Functions</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet
	<u>Yes</u>	<u>No</u>	Page number
Scan Mode: Greyscale, Full Colour, Auto Colour File Format: Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, XPS-Multi/ Single Page, DOCXMulti/Single Page, XLSX-Multi/Single Page, PPTX-Multi/Single Page(Opt.)			
Colour/Greyscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page, Slim PDFMulti/Single Page, XPS-Multi/Single Page, DOCX/XLSX/PPTX-Multi/ Single Page(Opt.)			
<u>Printer Functions</u>	<u>Comply Yes/ No</u>		
	<u>Yes</u>	<u>No</u>	
Print Speed: 45 Prints per minute (mono)			
Print Resolution: 600 x 600 dpi, 2,400 x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit) or 3,600 x 1,200 dpi (With Smoothing) PS Only			
Print Language: PCL6 (PCL,XL), PCL5e, PCL5c			
Operating Systems Windows® Vista (SP2), Windows® 7 (SP1), 8, 8.1, 10, Windows Server® 2008 (SP2)/R2, Windows Server® 2012/R2, Macintosh® (Mac OS X 10.4.11, 10.5.7, 10.6.8, 10.7.4, 10.8, 10.9, 10.10, 10.11), Unix®, Linux®			
Interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0 (High-speed) Optional 802.11b/g/n, Wireless LAN, Optional Bluetooth			
Wireless Device: AirPrint™, Mopria®, e-BRIDGE Print & Capture Application on iOS and Android (Available via Apple App Store or Google Play)			
<u>Standard Software Functions</u>			
(e-BRIDGE Fleet Management Software)			

<u>Copier Specifications Compliance</u>			
<u>Copier Functions</u>	<u>Comply Yes / No</u>		Reference to product specifications sheet
	<u>Yes</u>	<u>No</u>	Page number
Account Manager Up to 10,000 users or 1,000 Departments Supports User Authentication (on Device)			
Login Name/Password (via Windows® domain) or Login Name/ Password (via LDAP Server) for Copy, Print, Scan, Fax, List, and User Function			
Compliance to each section of device function is mandatory, suppliers must make a selection confirming each item, it is also required that the supplier provide the Dawid Kruiper Municipality with the Datasheet/brochure as proof of compliance to the requested specifications. It is also compulsory to indicate where on the Datasheet/brochure the specification could be found.			
Only the Datasheet/brochure for the required specifications will be considered for evaluation process.			

DAWID KRUIPER MUNICIPALITY**SECTION "C"**

To: The Municipal Manager
Private Bag X6003
UPINGTON
8800

Sir

In response to the official notice calling for the supply and delivery of the services listed I/we, the undersigned, carrying on a business under the name of:

Address: _____

Tel nr: _____

do hereby quote to supply the services in accordance with the General Conditions of Quotation and the Specifications attached hereto except in so far as amended in our accompanying covering letter, at the prices given and to deliver those services within the stated delivery period measured from the date of the Council's letter of acceptance of my/our quotation. Quotation prices are included in Section "D" hereof.

The undersigned agrees, that in terms of these documents this Quotation shall remain open for acceptance for a period of **120 (one hundred and twenty)** days from the date on which quotations are returnable and that notification of acceptance by the Municipal Manager shall constitute a binding contract with effect from the date of such notification.

Bid price (all taxes included): R _____

Amount in words:

SIGNED AT _____ ON THIS _____ DAY OF _____
2024.

Signed by, or on behalf of the bidder, in the presence of the undersigned witnesses.

WITNESSES:

1. _____

2. _____

SIGNATURE OF BIDDER

DAWID KRUIPER MUNICIPALITY

SECTION "D"

SUMMARY OF ITEMS AND BID PRICES

All prices quoted must be VAT inclusive

Lease information.

NO	QUANTITY	DESCRIPTION	UNIT PRICE - LEASING	ANNUAL % ESCALATION	LEASING AMOUNT: 36 months: - (VAT Excluded)	LEASING AMOUNT 36 Months (VAT inclusive)
1	4	High volume MONO Laser MF RINTERS 300,000 m/cycle				
2	3	High volume COLOUR Laser MF PRINTER 100,000 m/cycle				
3	18	Medium volume MONO Laser MF PRINTER 50,000 m/cycle				
4	3	Medium volume COLOUR Laser MF PRINTER 50,000 m/cycle				
TOTAL						

Service charges.

NO	QUANTITY	DESCRIPTION	COPY CHARGES PER PAGE	ANNUAL % ESCALATION: -ON COPIES	COPY CHARGES over period of 36 Months (VAT inclusive)
1	1	High volume MONO Laser MF RINTERS 300,000 m/cycle			
2	1	High volume COLOUR Laser MF PRINTER 100,000 m/cycle			
3	1	Medium volume MONO Laser MF PRINTER 50,000 m/cycle			
4	1	Medium volume COLOUR Laser MF PRINTER 50,000 m/cycle			

NB : Completion of this page is compulsory and the total must be entered as the bid price in the MBD 1 form below and section C above.

Signature of Bidder

Witnesses: 1.....

2.....

DAWID KRUIPER MUNICIPALITY

SECTION “E”

FORMS TO BE COMPLETED

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DAWID KUIPER MUNICIPALITY					
BID NUMBER:	TN019/2024	CLOSING DATE:	Friday, 11 October 2024	CLOSING TIME:	14H00
DESCRIPTION	Supply, Delivery, Installation and Maintenance of Photocopier Machines on a 3 year Operational lease with Maintenance agreement				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

DAWID KUIPER MUNICIPALITY					
CIVIC CENTRE					
MUTUAL STREET					
UPINGTON					
8800					
SUPPLIER INFORMATION					
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:	

**TN019/2024: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PHOTOCOPIER MACHINES ON A 3 YEAR
OPERATIONAL LEASE WITH MAINTENANCE AGREEMENT**

<u>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<u>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
<u>TOTAL NUMBER OF ITEMS OFFERED</u>		<u>TOTAL BID PRICE</u>	R
<u>SIGNATURE OF BIDDER</u>	<u>DATE</u>	
<u>CAPACITY UNDER WHICH THIS BID IS SIGNED</u>			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	Mr K Makatong
CONTACT PERSON	Mary Marabi	TELEPHONE NUMBER	054-338-7013/4
TELEPHONE NUMBER	054-338-7436	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	mary.marabi@dkm.gov.za	klasie.makatong@dkm.gov.za	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<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 WWW.SARS.GOV.ZA.</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>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>

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 4

DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

.....

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises

control over the company.

MBD 4

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

3.9.1 If yes, furnish particulars

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, **YES / NO**
or stakeholders of this company have any interest in any other related
companies or business whether or not they are bidding for this contract?

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

2.1 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80.00
SPECIFIC GOALS	20.00
Total points for Price and SPECIFIC GOALS	100

- 2.2 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 2.3 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

3. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(80/20 preference point system is applicable, corresponding points must also be indicated as such.

The 20 Preferential Points will be allocated as follows:

10 Points for Owned Enterprise:

(a) THE PROMOTION OF SOUTH AFRICAN OWNED ENTERPRISE		NUMBER OF POINTS FOR OWNED ENTERPRISE
Persons historically disadvantaged on the basis of race	100% black ownership	10.00
	75 - 99% black ownership	8.00
	60 - 74% black ownership	6.00
	51 - 59% black ownership	4.00
	0 - 50% black ownership	2.00

NB!!!INFORMATION WILL BE VERIFIED ON CENTRAL SUPPLIERS DATABASE (CSD)

10 Points for Locality:

Locality	Points (80/20)
Within the boundaries of the Dawid Kruiper Municipality	10
Within the boundaries of ZF MGCAWU REGION	8.00
Within the boundaries of Northern Cape	6.00
Within the boundaries of Republic of South Africa	4.00

Proof of Evidence to submit to claim preference points:

- Where the tenderer is the owner of the property or the business: A Municipal account registered in the name of the tenderer not older than 3 months must be submitted.
- Where the tenderer is not the owner of the property of the business, a valid lease Agreement signed by both parties must be submitted.
- Where the tenderer does not comply to bullet 1 or 2, An original Sworn Affidavit must be submitted, stating reason to why not having a Municipal account

Tenderers failing to submit proof of required evidence to claim preferential points for specific goals –NO POINTS WILL BE ALLOCATED

- May only score in terms of the 80 / 90 points formula for price

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

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 services 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;
 - Proof of Tax Compliance Status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - 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 fulfillment 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.

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/services 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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

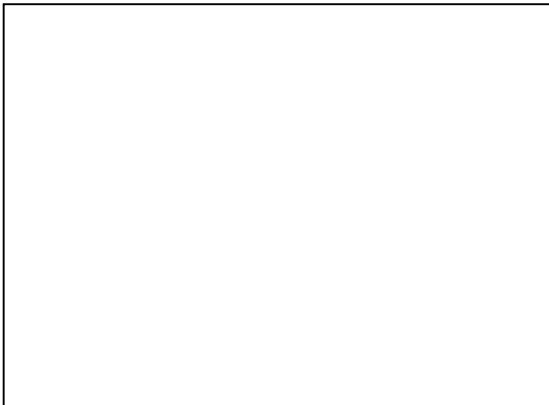
4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

A large empty rectangular box for an official stamp.

WITNESSES

1.

2.

DATE



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

MBD 8

CERTIFICATION

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

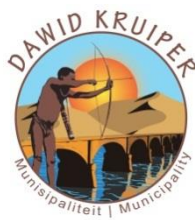
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 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.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

NOTICE

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**TN019/2024 SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF
PHOTOCOPIER MACHINES ON A 3 YEAR OPERATIONAL LEASE WITH
MAINTENANCE AGREEMENT**

in response to the invitation for the bid made by:

DAWID KRUIPER MUNICIPALITY

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

I certify, on behalf of: _____
that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

MBD 9

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DAWID KRUIPER MUNICIPALITY**SECTION "F"**

Annexures

Attach all annexures and documents to this page

1. Tax Clearance certificate
2. CSD registration
3. Municipal account/ Valid Lease Agreement/ Sworn Affidavit indicating reason to why municipal account cannot be submitted
4. Proof that the CONTRACTOR is competent and experienced in the field of leasing and maintenance of copier machines with a minimum of three (3) years prior experience on similar projects. (Submit appointment letters and contracts of projects with a minimum period of three (3) years.)
5. CONTRACTOR is required to submit a company profile, list of present and previous clients, and certifications issued by past/present clients indicating the
6. Contractor's satisfactory performance.
7. The CONTRACTOR must be an authorized reseller of the brand at the time of the bid. The CONTRACTOR is required to submit a manufacturer's letter certifying the same.
8. The CONTRACTOR must be an authorized service provider of the brand at the time of the bid. The CONTRACTOR is required to submit a manufacturer's letter certifying the same.