



SUPPLY AND DELIVERY OF HIGH SPEED PAPER PRESSURE SEALER

1. Guideline for Terms of reference

This tender is for the appointment of a service provider for the Supply and Delivery of High Speed Paper pressure Sealer.

A. Background

The Moghaka Local Municipality requires the Supply and Delivery of High Speed Paper pressure Sealer. The pressure sealer will be utilised for folding and sealing payslips of the Municipality.

B. Scope of Work / Terms of Reference

High Speed Paper Pressure Sealer

Form Size:	A4 / Letter / Legal
Speed:	Max 9000 Forms/Hour (Max: 300 000 sheets per month)
Input Tray:	up to 800 Forms (Based on 90gsm)
Form Weight:	60 to 120 gsm
Fold Type:	Z, C, V, W
Double Feeding Detect:	Available by DFD sensor
Dimension:	415 x 600 x 385mm (WxLxH)

Additional Features:

Friction Reverse Roller (FRR)
High Capacity Feeding Lift Tray
Jam Removal and Cleaning at Front
Built-in Cassette Folding and Sealing

Adjustable Speed Levels
Batch / Total / Counter, Auto Start
Light Sensor Double Feed Detection

C. Expected outputs / Outcomes (Returnable)

- Once off pricing on the supply and delivery of the Pressure Sealer.
- Detailed quotation with description of the proposed pressure sealer.
- Brochure of the proposed pressure sealer

D. Reporting

The Manager ICT will be responsible for the reporting as and when deliveries are done.

2. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below 50 million and 90/10 above 50 million.

80/20

3. Duration of the Contract

State how long the contract will take

Once-off

4. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE ‘A’

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 60 points in respect of the following criteria are eligible for further evaluation

CRITERIA	WEIGHT	POINT	DOCUMENTS TO BE SUBMITTED AS PROOF OF SCORING
Company's experience with similar projects: 0 Project 1 Project 2 Projects 3 Projects 4 Projects 5 > Projects	0 1 2 3 4 5	20	Provide proof of appointment of similar projects completed, with contact details for references that can be contacted by the Municipality to confirm outcome of the appointed services.
Alignment of quoted items to the specifications: Not aligned Aligned	0 5	53	Bidder must submit brochure (with detailed specifications) of the items they propose to supply.
Delivery Period: More than 3 Months 2 to 3 Months Within 1 Month	1 3 5	20	Letter of delivery to be attached
Locality: Outside Free State Free State Fezile Dabi Moghaka	0 1 3 5	7	