



BID NO: COM156/2025
CLOSING DATE: 19 JANUARY 2026 AT 11:00

**SUPPLY, DELIVERY AND SUPPORT OF MULTIFUNCTION PRINTERS AND PRINT
MANAGEMENT SOFTWARE FOR A PERIOD OF 36 MONTHS**

Bids are hereby invited from experienced service providers for supply, delivery and support of multifunction printers and print management software for City of Mbombela for a period of 36 months.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 9 December 2025 on the City's website: www.mbombela.gov.za on the tenders and notices' folder, and e-Tender Portal: www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents which are, CERTIFIED ID COPIES OF BUSINESS OWNERS, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RES FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT WITH THE LESSOR'S UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENTS FOR BOTH THE BUSINESS AND ITS ACTIVE DIRECTORS INCLUDING JV AND CONSORTIUM PARTNERS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: **"BID NUMBER, BID DESCRIPTION AND CLOSING DATE"** with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022 and the City's Preferential Procurement Policy, where 80 points will be allocated in respect of price and 20 points in respect of targeted goals.

Supply Chain Management	:	Christopher Nkambule (013) 759 2358
Project Manager	:	Dennies Sithole (013) 759 2009
Employer	:	City Manager: Mr Wiseman Khumalo
		City of Mbombela
		Po Box 45; Mbombela; 1200

NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c).