

Price – R 200.00

CAPRICORN DISTRICT MUNICIPALITY



TERMS OF REFERENCE FOR SUPPLY AND DELIVERY OF DIGITAL CAMERAS

BID NO: COR-IT71/2020/2021

CLOSING DATE: 08 JUNE 2021 @ 11H00

BIDDER NAME: _____

TOTAL BID AMOUNT: _____

RECEIPT NO: _____

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1. BACKGROUND INFORMATION

Bids are invited to bid for the supply and delivery of digital Cameras

2. DELIVERABLES

Item	Description	Quantity	Unit Price	Total
			(R)	(R)
4.1	COMPACT DIGITAL CAMERAS	09		
	Body type Compact SLR			
	Max resolution 5184 x 3456			
	Effective pixels 18 megapixels			
	Sensor size APS-C (22.3 x 14.9 mm)			
	Sensor type CMOS			
	ISO Auto, ISO 100-6400, expandable to 12800			
	Focal length mult. 1.6×			
	Articulated LCD Fixed			
	Screen size 2.7"			
	Screen dots 230,000			
	Max shutter speed 1/4000 sec			
	Format MPEG-4, H.264			
	Storage types SD/SDHC/SDXC card			
	USB USB 2.0 (480 Mbit/sec)			
	HDMI mini-HDMI			
	Wireless Built-In			
	Remote control wired or wireless			
	Weight (inc. batteries) 436 g			
	Dimensions 129 x 102 x 77 mm			
	GPS None			
	Autofocus • Contrast Detect (sensor) • Phase Detect • Multi-area • Center • Selective single-point • Tracking • Single • Continuous • Face Detection • Live View			
4.2	16Gb SD Card	09		
4.3	CAMERA BAG	09		

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	SUB TOTAL	R
	ADD V.A.T @ 15 %	R
	TOTAL PROJECT COST	R

3. EVALUATION CRITERIA

The evaluation will be done using the 80/20 point system as indicated below:

Preference Point System	
Criteria	Points
Price	80
BBBEE status contribution	20
Total Maximum Score	100

4. PROJECT LOCATION

The cameras shall be delivered at Capricorn District Municipality, 41 Biccard Street Polokwane.

5. BID ENQUIRIES

All matters related to the specification of this contract shall be directed to Pauline Tibane at tibanep@cdm.org.za. General enquiries related to Supply Chain Management should be directed to Ms Violet Masemola at 015 294 1210 / masemolav@cdm.org.za or Mr Tiro Pilusa at pilusat@cdm.org.za

6. TERMS AND CONDITIONS FOR THE BID

- 6.1. The bidder must attach the following with the tender:
- 6.2 The legal registration certificates of the business entity.
- 6.3 Tax Pin code issued by the South African Revenue Services.
- 6.4 B-BBEE certificate or Sworn Affidavit from Commissioner of Oath
- 6.5 Proof of registration with professional authorities. **(Where Applicable)**
- 6.6 Proof that municipal rates and taxes are not in arrears/lease agreement / letter from traditional authority
- 6.7 Proof of registration with central supplier database
- 6.8 The bidder must complete the attached forms **(failure to do so will result to disqualification)**

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- i. MBD 1- Invitation to Bid
- ii. MBD 3.1- pricing Schedule – Firm Prices (Purchases)
- iii. MBD 3.2- pricing Schedule – Non-Firm Prices (Purchases)
- iv. MBD 4 - Declaration of Interest
- v. MBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2011
- vi. MBD 7.2 - Contract Form - Rendering of Services
- vii. MBD 7.3-Contract Form-Sales of Goods /Works
- viii. MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices
- ix. MBD 9 Certificate of Independent Bid Determination

6.9 The municipality will check with National Treasury's database prior to awarding to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

To reject any bid from a bidder –

- a) If any municipal taxes and rates or municipal services charges owed by that bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months; or
- b) Who during the last five years has failed to perform satisfactory on a previous contract with the municipality or municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.

6.10 The bid price must remain valid for a period of 90 days calculated from the closing days.

6.11 The offer shall be open for acceptance by the Municipality during

6.12 The validity period of 90 days.

6.13 The bidder or any of its directors has not:

- i. Listed on the register of bid defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the state.
- ii. Abused the employers supply chain management system
- ii. Failed to perform on any previous contract and has been given a written notice in this effect.

- 6.14 All information and details must be legible/ readable. If the bidder fails to fulfil the contract when called upon to do so, the municipality may, without prejudice
- 6.15 to its other rights, withdraw or cancel the contract that may have been entered into between the bidder and the Municipality.
- 6.16 Each communication between the Municipality and a Bidder shall be to or from the Municipality only, and in a form that can be read, copied and recorded.
- 6.17 Writing shall be in the English language.
- 6.18 The Municipality shall not take any responsibility for non-receipt of communications from or by a Bidder. The name and contact details of the Municipality are stated. Accept that the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a Bid offer, including the costs to demonstrate that aspects of the offer satisfy requirements.
- 6.19 The Municipality may accept or reject any variation, deviation, bid offer or alternative Bid offer, and may cancel the Bid process and reject all Bid offers at any time before the formation of a contract.
- 6.20 The employer shall not accept or incur any liability to a Bidder for cancellation and ejection, but will give written reasons for such action upon written request to do so.
- 6.21 No bids will be considered from persons in the service of the state (as defined in regulation 1 of the local government: municipal supply chain management regulations)
- 6.22 Bid documents may not be retyped, redrafted or copied.
- 6.23 Only original copy from the municipality will be accepted.
- 6.24 Use of correctional fluid is prohibited
- 6.25 Any alteration made by the bidder must be initialed.

- 6.26 The bidder must ensure that all pages of the tender documents are initialled.
- 6.27 Successful bidder will be required to enter into formal contract with the municipality.
- 6.28 No bids will be considered from persons in the service of the state (as defined in regulation 1 of the local government: municipal supply chain management regulations)
- 6.29 Bid documents may not be retyped, redrafted or copied. Only original copy from the municipality will be accepted.
- 6.30 Use of correctional fluid is prohibited
- 6.31 Any alteration made by the bidder must be initialled.
- 6.32 The bidder must ensure that all pages of the tender documents are initialled.
- 6.33 Successful bidder will be required to enter into formal contract with the municipality.
- 6.34 The Municipality address for the delivery of the bid offer package are:
- | | |
|------------------------|--|
| Location of Bid box | : Tender Box |
| Physical address | : 41 Biccard Street, Polokwane, 0699 |
| Identification details | : Supply and delivery of Digital Cameras |
| Postal Address | : Box 4100, Polokwane, 0700 |
- 6.35 The closing time for submission of bid offers is as stated in the bid notice and invitation to bid.
- 6.36 Late, Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.
- 6.37 CDM is not obliged to accept the lowest or any tender submission.
- 6.38 Bid will be opened immediately after the closing time at the municipal offices, 41 Biccard Street, Polokwane. Please note that public bid opening will not take place for this bid.

9. ANNEXURES

Attached, find Annexure "A" & B (MBD 1, MBD 3.1, MBD 3.2, MBD 4, MBD 6.1, MBD 7.2, MBD 7.3, MBD 8 & MBD 9) to be completed in line with the official supply chain management policy of the district municipality.