

## C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words “or equivalent”.

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’**

### Pricing Instructions:

- 5.1 State the rates and prices in Rand unless instructed otherwise in the Conditions of Tender.
- 5.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 5.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 5.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 5.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 5.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word “included” or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.**
- 5.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.
- 5.8 The completion of the Pricing Schedule requires the following information:  
In the following pricing schedule where requested, Tenderers are required to respond with their chosen Original Equipment Manufacturer (OEM) or Distributor of the proposed goods and the **Mark-Up** percentage which will be applied to the OEM's price list of an item.

The bidder **must** provide the OEM or Distributor price list (For each Item/s in **Rands(R)**).

- **Mark-up percentage (%)** is the method where an all-inclusive mark-up [percentage (%) is applied to the price list of the Original Equipment Manufacturer(s) OEM. Refer to pricing instruction as the mark-up amount must include all, margins and fees added to the OEM price list.
- **Mark-up Value** is the mark-up amount that the Tenderer adds to the OEM (Original Equipment Manufacturer) price in rand
- **Mark-up percentage (%)** is the mark-up amount expressed as a percentage (%) of the OEM price by applying the formula:

– **Mark-up% = (Mark-up amount/OEM Price) x 100**

All tendered rates must be in Rand(ZAR) and exclude VAT.

**The same Mark-up percentage (%) indicated in Category A & B will be applied for all items within the specific category.**

- 5.9 NOTE: a confirmatory letter from the OEM or authorised/accredited Distributor must be provided in Schedule F.13F on a letterhead by OEM, confirming that the price list submitted is in respect of this tender to be signed and dated by the OEM/distributor on a letterhead including OEM price list.
- 5.10 A detailed OEM/Distributor price list/quote on the letterhead of the OEM/Distributor shall be provided with each quotation provided by the Supplier in RAND values.

## **CATEGORY A: MONOCHROME BLACK & WHITE PRODUCTION PRINTING MACHINE**

| ITEM | DESCRIPTION                                          | UNIT OF MEASURE | MAKE AND MODEL | OEM/<br>DISTRIBUTOR<br>PRICE<br>(excl VAT) | MARKUP<br>PERCENTAGE<br>(%) |
|------|------------------------------------------------------|-----------------|----------------|--------------------------------------------|-----------------------------|
| 1    | Monochrome Black & White production printing machine | per machine     |                | R                                          | %                           |
| 2.1  | Finisher/Stapler with Collating - 100 sheet          | (per unit)      |                | R                                          |                             |
| 2.2  | Finisher Saddle Stitch Booklet maker                 | (per unit)      |                | R                                          |                             |
| 2.3  | Folding unit (Z fold and half fold)                  | (per unit)      |                | R                                          |                             |
| 2.4  | Punch unit 2 and 4 hole                              | (per unit)      |                | R                                          |                             |
| 2.5  | Kits for Staples (for peripheral quoted in 2.1)      | (per unit)      |                | R                                          |                             |

| ITEM | DESCRIPTION                                                  | PRICE YEAR 1<br>(excl VAT) | PRICE YEAR 2<br>(excl VAT) | PRICE YEAR 3<br>(excl VAT) |
|------|--------------------------------------------------------------|----------------------------|----------------------------|----------------------------|
| 3.1  | <b>SERVICE MAINTENANCE (cost per copy Black &amp; White)</b> |                            |                            |                            |
| 4    | Relocation costs                                             | R                          | R                          | R                          |

| INITIALS OF CCT OFFICIALS |   |   |
|---------------------------|---|---|
| 1                         | 2 | 3 |

**CATEGORY B: COLOUR PRODUCTION PRINTING MACHINE**

| ITEM | DESCRIPTION                                   | UNIT OF MEASURE | MAKE AND MODEL | OEM/ DISTRIBUTOR PRICE (excl VAT) | MARKUP PERCENTAGE (%) |
|------|-----------------------------------------------|-----------------|----------------|-----------------------------------|-----------------------|
| 5    | Colour production printing machine            | per machine     |                | R                                 | %                     |
| 6.1  | Finisher/Stapler with Collating - 100 sheet   | (per unit)      |                | R                                 |                       |
| 6.2  | Finisher Saddle Stitch Booklet maker          | (per unit)      |                | R                                 |                       |
| 6.3  | Folding unit (Z fold and half fold)           | (per unit)      |                | R                                 |                       |
| 6.4  | Punch unit 2 and 4 hole                       | (per unit)      |                | R                                 |                       |
| 6.5  | Kits for Staples (for periphal quoted in 6.1) | (per unit)      |                | R                                 |                       |

| ITEM | DESCRIPTION                                               | PRICE YEAR 1 (excl VAT) | PRICE YEAR 2 (excl VAT) | PRICE YEAR 3 (excl VAT) |
|------|-----------------------------------------------------------|-------------------------|-------------------------|-------------------------|
| 7.1  | <b>SERVICE MAINTENANCE</b><br>Cost per Copy Colour        |                         |                         |                         |
| 7.2  | <b>SERVICE MAINTENANCE</b><br>Cost per Copy Black & White |                         |                         |                         |
| 8    | Relocation costs                                          |                         |                         |                         |

**CATEGORY C****ITEM 9: MAINTANENCE OF EXISTING COLOUR PRODUCTION MULTIFUNCTIONAL PRINTERS****YEAR 1**

| No | Make and Model               | Cost per Copy Colour (excl VAT) | Cost per Copy B&W (excl VAT) | Price for Staple Cartridge Kits (per unit) | Relocation Costs (each) |
|----|------------------------------|---------------------------------|------------------------------|--------------------------------------------|-------------------------|
| 9  | BIZ HUB C750I (INEO DEVELOP) |                                 |                              |                                            |                         |
|    |                              |                                 |                              |                                            |                         |

| INITIALS OF CCT OFFICIALS |   |   |
|---------------------------|---|---|
| 1                         | 2 | 3 |

TENDER NO: [ ]

## YEAR 2

| No  | Make and Model               | Cost per Copy Colour (excl VAT) | Cost per Copy B&W (excl VAT) | Price for Staple Cartridge Kits (per unit) | Relocation Costs (each) |
|-----|------------------------------|---------------------------------|------------------------------|--------------------------------------------|-------------------------|
| 9.1 | BIZ HUB C750I (INEO DEVELOP) |                                 |                              |                                            |                         |
|     |                              |                                 |                              |                                            |                         |

## YEAR 3

| No  | Make and Model               | Cost per Copy Colour (excl VAT) | Cost per Copy B&W (excl VAT) | Price for Staple Cartridge Kits (per unit) | Relocation Costs (each) |
|-----|------------------------------|---------------------------------|------------------------------|--------------------------------------------|-------------------------|
| 9.2 | BIZ HUB C750I (INEO DEVELOP) |                                 |                              |                                            |                         |
|     |                              |                                 |                              |                                            |                         |

## ITEM 10: MAINTANENCE OF EXISTING MONOCHROME BLACK &amp; WHITE PRODUCTION MULTIFUNCTIONAL PRINTERS

## YEAR 1

| No   | Make and Model     | Cost per Copy B&W (excl VAT) | Price for Staple Cartridge Kits (per unit) | Relocation Costs (each) |
|------|--------------------|------------------------------|--------------------------------------------|-------------------------|
| 10.1 | Accurio Press 2100 |                              |                                            |                         |
|      |                    |                              |                                            |                         |

## YEAR 2

| No   | Make and Model     | Cost per Copy B&W (excl VAT) | Price for Staple Cartridge Kits (per unit) | Relocation Costs (each) |
|------|--------------------|------------------------------|--------------------------------------------|-------------------------|
| 10.2 | Accurio Press 2100 |                              |                                            |                         |
|      |                    |                              |                                            |                         |

## YEAR 3

| No   | Make and Model     | Cost per Copy B&W (excl VAT) | Price for Staple Cartridge Kits (per unit) | Relocation Costs (each) |
|------|--------------------|------------------------------|--------------------------------------------|-------------------------|
| 10.3 | Accurio Press 2100 |                              |                                            |                         |
|      |                    |                              |                                            |                         |

INITIALS OF CCT OFFICIALS

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
|---|---|---|

| Category | Description                                                                |                                                                                                                                                                                                                                                                                                                                      |
|----------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B</b> | <b>PRODUCTION COLOUR PRINTER specification</b>                             |                                                                                                                                                                                                                                                                                                                                      |
|          | High-Level Mono PRINTER                                                    |                                                                                                                                                                                                                                                                                                                                      |
|          | Media Size                                                                 | A5 to A3<br>Bypass tray to print oversized A3                                                                                                                                                                                                                                                                                        |
|          | Print Speed                                                                | 70 ppm                                                                                                                                                                                                                                                                                                                               |
|          | Paper Type and colours                                                     | Ability to print on Gloss paper as well.<br>Ability to print Gold and Silver colours                                                                                                                                                                                                                                                 |
|          | Image Quality                                                              | 600dpi                                                                                                                                                                                                                                                                                                                               |
|          | Memory                                                                     | 1024MB                                                                                                                                                                                                                                                                                                                               |
|          | Drivers                                                                    | PCL, PS                                                                                                                                                                                                                                                                                                                              |
|          | Connectivity                                                               | 10/100/1000 Base-T<br>Ethernet, High-speed USB 2.0                                                                                                                                                                                                                                                                                   |
|          | EWS (Embedded Web Server)                                                  | HTTP server                                                                                                                                                                                                                                                                                                                          |
|          | No. of Trays                                                               | 3                                                                                                                                                                                                                                                                                                                                    |
|          | Accumulative Tray capacity                                                 | 6000 sheets                                                                                                                                                                                                                                                                                                                          |
|          | Document Feeder capacity                                                   | Minimum 100 sheets duplex copy.                                                                                                                                                                                                                                                                                                      |
|          | Duplex printing                                                            | Auto Duplex                                                                                                                                                                                                                                                                                                                          |
|          | Minimum Monthly Print Volume                                               | 70 000 pages/month                                                                                                                                                                                                                                                                                                                   |
|          | Scan To Network                                                            | SMB                                                                                                                                                                                                                                                                                                                                  |
|          | Scan Resolution                                                            | 600dpi                                                                                                                                                                                                                                                                                                                               |
|          | Duplex Scanning                                                            | Auto Duplex                                                                                                                                                                                                                                                                                                                          |
|          | Paper Weight                                                               | <ul style="list-style-type: none"> <li>• Minimum paper weight through machine (including duplex) required - 62g,</li> <li>• Maximum paper weight through machine (including duplex) required - 256g.</li> <li>• Minimum paper weight through by pass to be 62g</li> <li>• Maximum paper weight through by pass to be 256g</li> </ul> |
|          | Free Device Administration , management & Configuration software package   |                                                                                                                                                                                                                                                                                                                                      |
|          | Machine must be available for quality, calibration and spot colour testing |                                                                                                                                                                                                                                                                                                                                      |

**5.2 MAINTENANCE OF EXISTING PRODUCTION MULTIFUNCTIONAL PRINTERS**

Below is a list of the existing machines

**CATEGORY C**

| No    | MODEL NO                     | Additional Equipment                               |
|-------|------------------------------|----------------------------------------------------|
| 5.2.1 | BIZ HUB C750i (INEO DEVELOP) | FS-532+RV-409<br>FS-612<br>FD-503<br>PK-512/PK-522 |

The department currently has approximately 6 of the below colour production printing machines. The possibility of more being added to the fleet by the time the new is in place is probable.

All machines are fairly new (average <18 months old), below is a copy count and average coverage rates of the equipment.

|                  | Black | Colour |             |
|------------------|-------|--------|-------------|
| <b>Machine 1</b> | 1218  | 149841 |             |
| <b>Machine 2</b> | 39114 | 266674 |             |
| <b>Machine 3</b> | 20061 | 206335 |             |
| <b>Machine 4</b> | 2155  | 2989   |             |
| <b>Machine 5</b> | 0     | 0      | New machine |
| <b>Machine 6</b> | 0     | 0      | New machine |

| Color coverage rate | Copy  | Print | Total |
|---------------------|-------|-------|-------|
| Cyan                | 4.502 | 5.409 | 5.404 |
| Magenta             | 3.375 | 5.273 | 5.264 |
| Yellow              | 4.198 | 9.147 | 9.122 |
| Black               | 5.264 | 6.621 | 6.256 |

| Black coverage rate | Copy  | Print | Total |
|---------------------|-------|-------|-------|
| Black               | 5.131 | 5.629 | 5.598 |

The below image has been added to indicate the state of the machinery. They are all in good conditions with average age <18months.



| No    | MODEL NO           | Additional Equipment       |
|-------|--------------------|----------------------------|
| 5.2.2 | Accurio Press 2100 | Any associated peripherals |

The department currently has fleet of 7 B&W production printers and will be looking at replacing this of the next financial year. Thus at time of this contract becoming effecting there will be minimum 2 of these printers in place with the department looking to replace the entire fleet. This will mean the machines will be relatively new at 1 July 2026.

### 5.3 MAINTENANCE

5.3.1 The tenderer must guarantee a maximum of 4 hours response time from the time of the call being logged (weekends and public holidays excluded). Repairs to be completed within 16 working hours after the service call has been logged.

5.3.2 Warranty Headings

The availability of spare parts OEM for the machine must be guaranteed for the duration of the contract period.

### 5.4 ORDERS AND DELIVERY

Equipment will be ordered by means of an official order as and when required. The equipment is then required to be delivered and installed at the address specified within 21 working days of receipt of order or as agreed upon.

### 5.5 LEGAL COMPLIANCE

The tenderer warrants that the photocopier complies with the Machinery & Occupational Safety Act (Act 85 of 1993) and its Regulations as amended. Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith. In this regard the Tenderer shall submit upon written request to do so by the CCT, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

### 5.6 SERVICE OF THE MACHINE

5.6.1 Cost per Copy

- At commencement of contract, the cost of maintenance of the machines must be included in the cost per copy as and when required.
- Monthly calibrating of these machines to be included in the cost per copy tariffs.
- The tariff for cost per copy must include the supply of all toners, spares, travelling and labour costs. No restriction on toner usage or minimum billing will be accepted.
- The Tenderer is required, on request, to relocate any of the machines being maintained in terms of this tender, to another location within the boundaries of the Cape Town Metropolitan Area.

### 5.7 TECHNOLOGY REFRESHER

5.7.1 When there is a form factor or technology change in the course of the tender, the City intends to add the required items accordingly in the specific categories, during a technology refresh. The pool of resellers for those categories, can then submit pricing accordingly.

5.7.2 It is our intention to revise/update the hardware list for sending to the awarded service providers within a specific item for quotations. This process will be called Technology refresh. This includes adding the latest version of equipment while keeping some of the previously listed equipment. -ranked according to the updated prices provided by service providers per item.

5.7.3 Tenderers must submit Total unit prices

- $\text{Mark-up\%} = (\text{Mark-up amount} / \text{OEM Price}) \times 100$