



ADDENDUM – AMENDMENTS TO SPECIFICATION AND MBD3.1

BID NUMBER	DESCRIPTION OF BID	NEW REQUIREMENTS ON SPECIFICATION AND MBD 3.1
B03/2024-25	LEASE AND MAINTENANCE OF MULTIFUNCTIONAL PRINTERS FOR THE ENDUMENI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS	AMENDMENTS TO THE SPECIFICATIONS AND ADJUSTMENTS TO ROW 4 ON MBD 3.1 QUANTITY REQUIRED 4 AND NOT 3. REFER TO THE ATTACHED AMENDED SPECIFICATIONS AND MBD3.1


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ENDUMENI MUNICIPALITY
PRIVATE BAG 2024
DUNDEE 3000


APPROVED BY: MS P. MNGOMEZULU

13 SEPTEMBER 2024.

NOTICE NO: 145/2024

1. Introduction

Endumeni Local Municipality intends to appoint an experienced and well-resourced service provider to supply, delivery, install and maintain multifunctioning printers at various departments and facilities belonging to Endumeni Local Municipality for a period of 36 months.

2. Scope of work

The appointed bidder will be required to deliver the deliverables listed below in line with best practices:

- Delivery and installation of hardware at all required facilities
- Provide support and maintenance for the hardware for the duration of the contract.
- Train staff on how to utilize the devices.
- Provide surge protection equipment, including an Uninterrupted Power Supply (UPS) for all devices supplied.
- Provide comprehensive insurance for all devices.
- Provide printing management software.

2.1 Technical Specifications

The below table provides the minimum specifications for the devices required:

Category	Product Description	QTY
Production Color Machine	COLOUR MULTIFUNCTIONAL MACHINE (A4/A3) 70 PAGES PER MINUTE SPEED UP TO 300 PAGES AUTOMATIC DOCUMENT FEEDER WITH DUAL SCAN 4 X A4/A3 PAPER TRAYS 150 SHEET BYPASS TRAY 300 SHEET FINISHER OUTPUT CAPACITY 100 SHEETS STAPLE FINISHER 100 SHEETS PUNCHING FACILITY OFFSET, GROUP, SORT FINISHING 600 X 600 dpi COPY RESOLUTION AUTO DUPLEXING 1 200 X 1 200 dpi PRINT RESOLUTION USB PRINTING AND SCAN 1-9, 999 MULTIPLE COPIES MOBILE PRINTING CAPABILITY 120 000 MONTHLY OUTPUT CAPACITY NETWORK INTERFACE MUST HAVE SECURITY FEATURES FOR ENCRYPTION AND USER ACCESS MANAGEMENT	1
Production Black and White Machine	BLACK & WHITE MULTIFUNCTIONAL MACHINE (A4/A3) 100 PAGES PER MUNITE (BOTH A4&A3) UP TO 100 PAGES AUTOMATIC DOCUMENT FEEDER WITH DUAL SCAN 4 X A4/A3 PAPER TRAYS 150 SHEET BYPASS TRAY 300 SHEET FINISHER OUTPUT CAPACITY	1

	100 SHEETS STAPLE FINISHER 100 SHEETS PUNCHING FACILITY OFFSET, GROUP, SORT FINISHING 600 X 600 dpi COPY RESOLUTION AUTO DUPLEXING AUTOMATIC DOUBLESIDED SCAN 1 200 X 1 200 dpi PRINT RESOLUTION USB PRINTING AND SCAN MONO AND COLOR SCAN 1-9, 999 MULTIPLE COPIES MOBILE PRINTING CAPABILITY 120 000 MONTHLY OUTPUT CAPACITY NETWORK INTERFACE MUST HAVE SECURITY FEATURES FOR ENCRYPTION AND USER ACCESS MANAGEMENT	
Midsized Color Machine	COLOUR MULTIFUNCTIONAL MACHINE (A4/A3) 55 PAGES PER MINUTE UP TO 300 PAGES AUTOMATIC DOCUMENT FEEDER WITH DUAL SCAN 4 X A4/A3 PAPER TRAYS 150 SHEET BYPASS TRAY 50 SHEETS STAPLE FINISHER OFFSET, GROUP, SORT FINISHING 600 X 600 dpi COPY RESOLUTION AUTO DUPLEXING 1 200 X 1 200 dpi PRINT RESOLUTION USB PRINTING AND SCAN SCAN TO EMAIL AND USB 1-9, 999 MULTIPLE COPIES MOBILE PRINTING CAPABILITY 120 000 MONTHLY OUTPUT CAPACITY NETWORK INTERFACE MUST HAVE SECURITY FEATURES FOR ENCRYPTION AND USER ACCESS MANAGEMENT	18
Small Machine	BLACK AND WHITE MULTIFUNCTIONAL PRINTER A4 35 PAGES PER MINUTE 600 X 600 dpi COPY RESOLUTION 1 200 X 1 200 dpi PRINT RESOLUTION 1 200 X 1 200 dpi SCAN RESOLUTION LOCAL & NETWORK PRINTING USB PRINTING&SCAN COLOUR SCAN TWAIN/WIA COMPATIBILITY SCAN TO PC AND E-mail FUNCTIONALITY	4

ENDUMENI MUNICIPALITY

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid Number: B03 /2024-25

Closing Time: 14H00

Closing Date: 08 OCTOBER 2024

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

Description	Quantity	Unit Price	VAT	Total Price Including Vat
Production Colour Machine (As per the attached specification)	1			
Production Colour Machine (As per the attached specification)	1			
Medium Size Colour Machine (As per the attached specification)	18			
Small Machines (As per the specifications)	4			
			TOTAL PRICE	

- Required by:
- At:
- Brand and model
- Does offer comply with specification? YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

*Delete if not applicable