



DANNHAUSER MUNICIPALITY

INVITATION TO TENDER - TENDER No: 26/08/2021

DESCRIPTION: SUPPLY AND DELIVERY OF 9X PRINTERS ON RENTAL FOR A PERIOD OF 3 YEARS

Dannhauser Municipality hereby invites all qualified Service providers to tender for Tender No. 26/08/2021 for **SUPPLY AND DELIVERY OF 9X PRINTERS ON RENTAL FOR A PERIOD OF 3 YEARS.**

This bid will be evaluated in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000 Amended in 2017). BBBEE must be submitted. Original Certified copy or original BBBEE must be submitted.

In terms of section 13 of the municipal Supply Chain Management Policy and the official tender procedures, the Municipality will reject all tenders that do not comply with the following conditions.

Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT.
- Bidders must Tax Clearance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- MBD 4, MBD 6, MBD 8, and MBD 9 must be scrutinize, completed and submitted together with the proposal; forms are available from the website www.dannhauser.gov.za and from the SCM unit.
- CIPC Registration certificate "CK"
- Current municipal rates account
- Company profile with traceable references.
- Background and experience of the firm in a related field.
- A successful service provider will be required to supply a spare toner.
- Suppliers of these services or who is dealing with this kind of service will get preference.
- The Technician must report within 3 days if called for maintenance or to resolve any problem associated with a printer.
- Maintenance cost to be incurred by the supplier.
- Insurance costs for the printers to be incurred by the supplier.
- Preference will first be made to local service providers.
- No bids will be considered from person in the service of the state
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box
- The Municipality reserves the right to withdraw any invitation to tenders and/or re-advertise or reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contractor to the bidder scoring the highest number of points.

Rental Printer Specification

1. <u>Central Printer</u> - 55 + Pages per minute colour MFP - A4/A3 Paper sizes - 10.1-inch Android smart operation Panel - Scan to USB - Postscript Emulation - Customizable home Screen - 1200 x 1200 DPI Print Resolution - Up to 300 GSM paperweight - 320 GB Hard Disk - 2300 Sheet Paper Capacity 5 Paper Trays Bypass Tray - 1000 Sheet Finisher - Fax option	2. <u>Corporate Office:</u> - 35 Pages per minute B&W IMPF - A4/A3 Paper sizes - 320 GB Hard Disk - 2300 Sheet Paper Capacity 5 Paper Trays including Bypass Tray - 1000 Sheet Finisher - Fax option	3. <u>Library Office:</u> - 35 Pages per minute colour MPF - A4/A3 Paper sizes - Up to 300 GSM paperweight - 2300 Sheet Paper Capacity 5 Paper Trays including Bypass Tray - 250 CIB Hard Disk - Fax option - Customizable Home Screen - 10.1-inch android Smart Operational Panel - Scan to USB - PostScript Emulation
4. <u>Technical Office:</u> - 35 Pages per minute Colour IMPF - A4/A3 Paper sizes - Up to 300 GSM paperweight - 320 CAB Hard Disk - 2300 Sheet Paper Capacity 5 Paper Trays including Bypass Tray - Fax option - Quick warm up - Scheduled print - Quota scheduling - Scan to USB	5. <u>Debtors Office:</u> - 30 Pages per minute B&W IMPF - A4/A3 Paper sizes - Up to 300 GSM paperweight - 320 GB Hard Disk - 2300 Sheet Paper Capacity 5 Trays including Bypass Tray - Fax option - Quick warm up - Scheduled print - Quota scheduling - Scan to USB	6. <u>Payroll Office:</u> - 30 Pages per minute IMPF Colour - A4 Paper size - 1200 x 1200 DPI Print Resolution - Up to 220 GSM paperweight - 320 GB Hard Disk - 250 Sheet Paper Capacity - Fax option - Scan to USB - PostScript Emulation - 10.1 inch Android Smart OPERATIONAL panel - Customizable Home Screen

7. <u>Traffic Office:</u> - 30 Pages per minute IMPF - A4 Paper size - 1200 x 1200 DPI Print Resolution - Up to 220 GSM paperweight - 320 GB Hard Disk - 250 Sheet Paper Capacity - Fax option - Scan to USB - PostScript Emulation - 10.1 inch Android Smart OPERATIONAL panel - Customizable Home Screen	8. <u>Records Office:</u> - 30 Pages per minute IMPF - A4 Paper size - 1200 x 1200 DPI Print Resolution - Up to 220 GSM paperweight - 320 GB Hard Disk - 250 Sheet Paper Capacity - Fax option - Scan to USB - PostScript Emulation - 10.1 inch Android Smart OPERATIONAL panel - Customizable Home Screen	9. <u>SCM Office</u> - 30 Pages per minute IMPF Colour - A4 Paper size - 1200 x 1200 DPI Print Resolution - Up to 220 GSM paperweight - 320 GB Hard Disk - 250 Sheet Paper Capacity - Fax option - Scan to USB - PostScript Emulation - 10.1 inch Android Smart OPERATIONAL panel - Customizable Home Screen
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EVALUATION CRITERIA

Only bidders who quoted correctly and according to the specifications will be considered for the final stage which is Pricing (80/20).

Tenders must be submitted in a sealed envelope; clearly marked **“TENDER NO: 26/08/2021 SUPPLY AND DELIVERY OF 9X PRINTERS ON RENTAL FOR A PERIOD OF 3 YEARS.”** and must be deposited into the tender box situated at the reception area or security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00 on the 30 September 2021**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Any enquiries with regards to the above may be directed to **Mr. Spha Kubheka**, email: sphak@dannhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0741 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

WB NKOSI
MUNICIPAL MANAGER

TENDER NUMBER: 26/08/2021