



EMADLANGENI LOCAL MUNICIPALITY

INVITATION TO BID

BID NUMBER	DESCRIPTION	TENDER DOCUMENT AVAILABILITY	TENDER DOCUMENT AMOUNT	TENDER CLOSURE
MN10/2024-25	LEASING OF PRINTERS FOR A PERIOD OF 36 MONTHS THROUGH RT3-2022 – TRANSVERSAL CONTRACT	FROM 10 APRIL 2025 TO CLOSING DATE	R1 000.00	16 APRIL 2025

Bids are hereby invited from qualified and experienced bidders for the provision of the abovementioned tender for the Emadlangeni Local Municipality.

Evaluation Criteria:

MN10/2024-25: shall be evaluated on a two-stage evaluation system. Stage one being functionality and stage two based on the 80/20 Preferential Point System in accordance with the Preferential Procurement Regulations, 2022, issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000.

Bidders are required to submit a valid Tax compliant status, Proof of registration on central supplier database and company registration certificate must be submitted together with the tender document. Service Provider must also be registered on Municipality's Database.

Tender documents will be available at Emadlangeni Municipality cashier's desk at a non-refundable fee at 34 Voor Street, Utrecht, 2980. Completed bid documents in sealed envelopes must be deposited in the Municipality's tender box located at the reception of the municipality on or before the closing date at **12h00 pm**, whereby bids will be opened to the public. Enquiries regarding the bidding procedures may be directed to the SCM Office on 034 331 3041 and technical requirement may be directed to Mr MV Jele / Mr. S Ndlela on 034 331 3041.

Emadlangeni municipality is not bound to accept the lowest or any bid and reserves the right to accept the whole or part of a bid.

Mrs. G.N. Mavundla

Municipal Manager



RT3-2022 ANNEXURE D1

Analysis of Printing Requirements for Categories 1 to 4

(TO BE COMPLETED BY THE END-USER WITHIN A STATE INSTITUTION)

MODEL SELECTION *(by ticking in the box)*

- | | | |
|---|------------------------|--|
| : | Rental & Copy Charge | ☒ |
| : | Managed Print Services | ☐ |
| : | Pay for Use (MDS) | ☐ |

It is not advisable to have more than one (1) Service Provider for MPS and Pay for Use

State Institution : Emadlangeni Municipality

Division within State Institution : Local Municipality

Address : 34 Voor Street
UTRECHT
2980

Name & Surname of End-User : Grace Mavundla
(If more than 1 end-user attach a separate list to the Supplier)

End-User email Address : mm@emadlangeni.gov.za

End-User telephone
Or cellphone numbers : 034 331 3040

Note: Supplier and Participant are still to engage for better understanding of the printing requirements and an analysis of the printing environment must still be conducted by the Supplier.



Procurement Options

State institutions have different printing needs; provision has therefore been made for different procurement options from the transversal contract to cater for the different printing needs on existing lease agreements emanated from RT3-2015 to RT3-2018 and new lease agreements to emanate from RT3-2022. The printing needs assessment analysis performed by the Supplier will inform any option suitable to the State institution.

(Select option by ticking in the box)

1.1 Option 1 ☒

State institutions can lease or procure a complete printing solution, which requires the completion of this analysis for printing requirements

1.2 Option 2 ☐

State institutions can lease or procure equipment only, which requires the completion of this analysis for printing requirements

1.3 Option 3 ☐

State institutions can lease or procure services only (e.g. software to perform a certain service or function), which requires the completion of this analysis for printing requirements

1.4 Option 4 ☐

State institutions can lease or procure accessories only, which requires the completion of this analysis for printing requirements with a clear indication to the Supplier/s

1.5 Option 5 ☐

State institutions can lease or procure a combination of any of the above options, which requires the completion of this analysis questionnaire

Note! Supplier may request any relevant information of the current printing solution for better analysis of the printing requirements



#	Element	Response Complete or tick v																														
NEW EQUIPMENT / PRINTING SOLUTION																																
ALL Suppliers are to provide basic services of electronic monitoring, meter reading and print release by pin codes as it is a standard function on the equipment.																																
1	Are you looking for a?																															
	<table border="1"> <tr> <th colspan="2">Printer</th> <th colspan="2">Copier</th> <th colspan="2">Scanner</th> <th colspan="2">Fax</th> <th colspan="2">All of them</th> </tr> <tr> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>☒</td> <td>☐</td> <td>☒</td> <td>☐</td> <td>☒</td> <td>☐</td> <td>☒</td> <td>☐</td> <td>☒</td> <td>☐</td> </tr> </table>	Printer		Copier		Scanner		Fax		All of them		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	☒	☐	☒	☐	☒	☐	☒	☐	☒	☐	
Printer		Copier		Scanner		Fax		All of them																								
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No																							
☒	☐	☒	☐	☒	☐	☒	☐	☒	☐																							
2	What is the reason for the leasing of new equipment / printing solution?																															
	Replacement of existing?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </table>	Yes	No	☒	☐																										
Yes	No																															
☒	☐																															
	Cost cutting removing existing desktop printers?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
☐	☒																															
	New division/unit within the State institution?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
☐	☒																															
3	What is the paper size required?	<table border="1"> <tr> <td>A4</td> <td>A3</td> <td>Both</td> <td>Any other</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>☒</td> <td>☐</td> </tr> </table>	A4	A3	Both	Any other	☐	☐	☒	☐																						
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☐	☐	☒	☐																													
4	Does your institution expect copy volume to increase or decrease?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Why? ☒</td> <td></td> </tr> <tr> <td colspan="2">The number of employees has increased.</td> </tr> </table>	Yes	No	Why? ☒		The number of employees has increased.																									
Yes	No																															
Why? ☒																																
The number of employees has increased.																																
5	What is the paper weight and thickness required?																															
	35-55 gsm : Most newspapers	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
☐	☒																															
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☒</td> <td>☐</td> </tr> </table>	Yes	No	☒	☐																										
Yes	No																															
☒	☐																															
	130-250 gsm : A good quality promotional poster	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
☐	☒																															
	180-250 gsm : Mid-market magazine cover	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
☐	☒																															
	350 gsm : Most reasonable quality business cards	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
☐	☒																															
6	Will your institution be printing in mono / colour / both?	<table border="1"> <tr> <td>Mono</td> <td>Colour</td> <td>Both</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>☒</td> </tr> </table>	Mono	Colour	Both	☐	☐	☒																								
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☐	☐	☒																														
7	Will Supplier be required to link all the users to the equipment?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> </tr> </table>	Yes	No	☐	☒																										
Yes	No																															
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8	Is there a required or preferred print speed and if so, why?	<table border="1"> <tr> <td>No</td> <td>Yes, and why?</td> </tr> <tr> <td>☐</td> <td>Yes, 25 and 35ppm. There will be two network printer models in the environment. Acceptable speed is essential to avoid printing delays and frustrations.</td> </tr> </table>	No	Yes, and why?	☐	Yes, 25 and 35ppm. There will be two network printer models in the environment. Acceptable speed is essential to avoid printing delays and frustrations.																										
No	Yes, and why?																															
☐	Yes, 25 and 35ppm. There will be two network printer models in the environment. Acceptable speed is essential to avoid printing delays and frustrations.																															
9	Will the equipment be connected to a network or by USB?	<table border="1"> <tr> <td>Network</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>☐</td> <td>☒</td> <td>☐</td> </tr> </table>	Network	Yes	No	☐	☒	☐																								
Network	Yes	No																														
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#	Element	Response Complete or tick v	
		USB	Yes ☒ No ☐
10	Do you have an in-house printing facility? Dedicated print room?	Yes ☐ No ☒	
11	Will your institution be making use of the following finishing options?	Stapling Yes ☐ No ☒ Booklet Printing Yes ☐ No ☒ Punching Yes ☐ No ☒ Mobile print Yes ☒ No ☐ Any other Yes ☐ No ☐ None Yes ☐ No ☒ Sort Only Yes ☐ No ☒ Hole Punch Yes ☐ No ☒ 2 Holes Yes ☐ No ☒ 4 Holes Yes ☐ No ☒ *List any other Automatic Duplex printing, Automatic document feeder, Mobile device print capabilities, Zoom-Enlargement / Reduction 25% - 400%, Scan to Office 365 emails and memory stick, Sorter, Bypass tray, Secure user accounts setup and a stand.	
12	Will your institution be making use of mobile printing?	Yes ☒ No ☐	
13	What type of jobs will your institution be printing?	Graphics/Presentation handouts Yes ☐ No ☐ Reports, plans, spreadsheets Yes ☒ No ☐ Memos, letters, E-mail Yes ☒ No ☐ Other Yes ☐ No ☐	
14	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable? Yes ☒ No ☐	
15	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions? Yes ☒ No ☐ Adherence to special security regulations? Yes ☐ No ☒	
16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?	N/A	
17	How does your institution intend to control or release print job?	Access Cards Yes ☐ No ☐ Pin Codes Yes ☒ No ☐ Parking Tags Yes ☐ No ☐	



Is your institution interested in a managed print environment?

Yes ☐

No ☒

Does your institution have the need to control its printing budget?

Yes ☒

No ☐

Does your institution require usage measurement tools?

Yes ☒

No ☐

Does your institution require a well-constructed print policy?

Yes ☒

No ☐

1. How many document output devices are currently leased? 13
2. What are the maximum monthly volume prints 25 000 and what the average 6 months volume prints? 10 000
3. How many devices are on a cost per page contract? all 13
4. How many devices were purchased outright? none
5. How many Suppliers do you currently deal with for hardware, supplies, and service? one
6. How many invoices do you receive each month for hardware, supplies, and service? one
7. What is the current method for measuring total cost of document output? meter readings
8. How many users in your institution do you currently have? 80
9. What percentage of the devices, if any, is currently under a Rental & Copy contract? 100%
10. What percentage of the devices, if any, is currently under an MPS? 0%
11. If applicable, what does your current MPS contract(s) include?
Lease or purchase terms for multifunction devices, toner supply replenishment, Break-fix services and response times (SLAs)
On-site vs. remote support options, Software for tracking usage and optimizing print workflows, User authentication and security features
Guaranteed response and resolution times, Uptime commitments, Compatibility with existing IT infrastructure,
Staff training on device usage and software where necessary
12. What are your overall goals and expectations for your MPS or Pay for Use project?
Operational efficiency and printing cost reduction through monitoring



13. What processes do you expect to streamline or improve (e.g. meter collection and billing, supplies fulfillment, etc.)?

Reduce paper and ink waste

Automatic meter reading

14. Are all your institution's devices connected on the same network or different networks?

Yes ☐ No ☒

If different, please explain? Two machines are based at libraries that use their own separate networks

15. Do you have a print server? Yes ☐ No ☒

16. How many sites does your institution have? 8 Can you supply addresses of the sites? Yes ☒ No ☐ Please provide a separate list to the Service Provider

17. Does your institution have an integrated Active Directory (AD) with which software can integrate for MPS or Pay for Use?

Yes ☐ No ☒

18. How far are the printing devices from the network point? next to it

If a network point has been provided, please provide IP address, Subnet mask, gateway and Simple Mail Transfer Protocol (SMTP) address (or contact details of onsite IT support)

Onsite IT Support: Simphiwe Ndlela (ndlelas@emadlangeni.gov.za) or Mandla Jele 082 064 5426. IP, Subnet and Gateway are attached.

19. Number of users who needs to be linked to the printer/s: 80

20. Please stipulate your printing expectations:

20.1 Copy

20.2 Print

20.3 Scan to e-mail

20.4 Scan to folder,

20.5 Fax,

20.6 Any other:



national treasury

Department
National Treasury
REPUBLIC OF SOUTH AFRICA

21. Will your institution be interested in a central print solution (secure "follow me print"), print release via pin code, card reader or biometric?

Yes ☒ No ☐

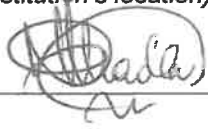
22. Will your institution be interested in a reporting system (user level print/copy job management)?

Yes ☒ No ☐

23. Will your institution be interested in an electronic toner ordering/electronic meter count collection/electronic call logging?

Yes ☐ No ☒

Completed at Utrecht on this 10 of March 2025
(State institution's location) (Day) (Month & year)

End-user Signature  date 10 March 2025