



WINNIE MADIKIZELA - MANDELA LOCAL MUNICIPALITY

TENDER NO: WMM LM 25/06/25/02 PRI

**BID DESCRIPTION: Supply and Installation of Printers/Copiers
– Three Year Contract**

ISSUED BY:
SUPPLY CHAIN MANAGEMENT OFFICE
WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY
P O BOX 12
BIZANA
4800

NAME OF TENDERER	
ADDRESS	
TELEPHONE NUMBER	
BID PRICE/RATE	
CSD NUMBER	

- Each page of the tender document and schedules thereto must be initialed by the relevant authorized person in order for the document to constitute a proper contract between the Municipality and the Tenderer.
- On acceptance of the tender by the Municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.
- Failure to complete all blank spaces in the forms and to attend to the other details mentioned therein may render the tender liable to rejection.

(1) DETAILS OF BIDDER

FULL NAMES	
COMPANY/ENTERPRISE REGISTRATION NO. OR ID NO.	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
TELEPHONE NO.	
CELL NO. OF CONTACT PERSON	
FAX NO.	
E-MAIL ADDRESS	
CONTACT PERSON	
VAT REGISTRATION NO.	



WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY

ADVERT

PROJECT NAME	CONTRACT NUMBER	CIDB GRADE	CLOSING DATE
Supply and Installation of Printers /Copiers – Three Year Lease Contract	WMM-LM 25/06/25/02 PRI	N/A	28th July 2025 @12h00

Bids are hereby invited from suitably qualified and accredited service providers who are interested to submit their tender responses for the above-mentioned projects for Winnie Madikizela-Mandela Local Municipality.

Bid documents are available to be downloaded from e-tender portal website on www.etenders.gov.za at no cost

Bids should score a minimum of 70% points on the functionality evaluation in order to be considered for further evaluation.

Bids will be evaluated on the **80/20** preferential points system

Failure to submit the following document(s) completed in full will render the bid not responsive:

- A completed original document issued by the municipality
- CIPC Registration Documents, Certified ID Copy(ies) of Director(s) (not older than 3 months), proof of CSD Registration
- A valid Tax PIN printout provided by SARS
- Fully completed and signed bid documents MBD1, MBD4, MBD6.1, MBD 8 and MDB 9
- A signed certification/letter by the bidder confirming that no undisputed municipal accounts are overdue by more than 30 days and no account has not been declared as well as proof thereof.
- Evaluation Criteria: 80 = Price, 20 = Specific Goals as per the attached MBD 6.1 respectively
- In case of a joint venture, valid Tax Pin printouts of all partners should be submitted as well as a signed agreement by all parties clearly indicating the lead partner
- Annual Financial Statements for the past three financial years, respectively

Advert Date: 27 June 2025

Publication: Local/Provincial Newspaper, Municipal Website, e-tender portal.

Closing Date: All tenders must be emailed to tenders.scm@mbizana.gov.za by no later than the date and time stated above after which they will be opened.

The municipality will only consider bids submitted on the original bid documentation provided by the municipality. All tenders must be clearly marked the Name of the project and Reference number indicated above. Failure to do so, your tender may not be considered. Any unsigned alterations in the BOQ/Quotation/Pricing schedule to the tender document shall render the submission invalid.

No late, hand delivered, incomplete or facsimile bids will be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. Winnie Madikizela-Mandela Local Municipality reserves the right to accept part of or the full bid. For technical enquiries, please contact Manager: IT, Ms N.Ntlanga @ 039 251 0230 during working hours Email: ntlanguan@mbizana.gov.za Supply Chain Management related enquiries, please contact Mr Z. Khala at 079 886 0942 email: khalaz@mbizana.gov.za / info.scm@mbizana.gov.za during working hours

.....
Mr. L. Mahlaka
Municipal Manager

Letter of Consent

Business Name and Address

The Municipal Manager

Winnie Madikizela-Mandela Local Municipality

P.O. Box 12

Bizana

4800

Sir/Madam

Granting of authority to request information from any legal entity relevant to this Bid

I/we acknowledge that the information herein contained shall constitute the basis on which my/our Bid is to be considered. I/we grant approval that any source regarding this Bid may be fully investigated and that all such information shall be of material value to Winnie Madikizela-Mandela Local Municipality and directly relevant to the consideration of my/our Bid.

I/we (Name and Surname of Company Representative/s) _____ grant my/our consent to such source to provide confidential information.

I/we warrant that all the information herein contained is to the best of my/our knowledge and belief true and correct in all material respects and I/we am /are not aware of any information which, should it become known to the Winnie Madikizela-Mandela Local Municipality, would affect the consideration of my/our Bid in any way. The Winnie Madikizela-Mandela Local Municipality wishes to inform you that all information regarding your personal matters is treated as strictly confidential.

Please tick the appropriate box.

☐	I/We hereby consent to the above
☐	I/We hereby withhold consent and fully understand the implications and ramifications of my/our decision and will not hold the Winnie Madikizela-Mandela Local Municipality responsible for not considering my/our Bid.

Signature: Date:

Name and Surname (Witness)Signature:Date.....

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WINNIE MADIKIZELA-MANDELA LOCAL MUNICIPALITY					
BID NUMBER:	WMM-LM 25/06/25/02 PRI	CLOSING DATE:	28 July 2025	CLOSING TIME:	12H00
DESCRIPTION	Supply and Installation of Printers /Copiers – Three Year Lease Contract				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE SENT VIA EMAIL TO THE
EMAIL ADDRESS PROVIDED BELOW OR AS PER TENDER
REQUIREMENTS

TENDERS.SCM@MBIZANA.GOV.ZA for tenders above R300 000 inclusive of VAT

OR

QUOTES.SCM@MBIZANA.GOV.ZA for quotations below R300 000 but above R30 000 inclusive of VAT

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
PEOPLE LIVING WITH DISABILITY [TICK APPLICABLE BOX]	☐ Yes ☐ No	MILITARY VETERAN		☐ Yes ☐ No	
[DOCUMENTARY PROOF/ SWORN AFFIDAVIT (FOR PEOPLE LIVING WITH DISABILITIES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR TARGETED GOALS]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE		R	
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT		CONTACT PERSON			
CONTACT PERSON		TELEPHONE NUMBER			
TELEPHONE NUMBER		FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS			
E-MAIL ADDRESS					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

FUNCTIONALITY

FUNCTIONALITY	POINTS
PRE- QUALIFICATION CATEGORY AND DESCRIPTION	ALLOCATION
	100 points
1. Proven Experience with Supply, Delivery and installation of the following Printers/ Copiers Bidder must attach appointment letters or order number numbers with an appointment amount of not less than R 500 000.00 with contactable references	50 maximum points
Zero appointment letters	0
Two appointment letters or order numbers and a signed reference letter for each (signed by an Authorized person with contactable references)	10
Three appointment letters or order numbers and a signed reference letter for each (signed by an Authorized person with contactable references)	30
Four appointment letters or order numbers and a signed reference letter for each (signed by an Authorized person with contactable references)	50
2. The service provider is required to provide detailed: - Fault reporting procedures - Lines of communications - Tracking and turnaround times - List of scheduled repairs/replacement of equipment.	30 maximum points
3. Signed Confirmation letter from the bidder indicating the capability to deliver within 30 days from the date of the appointment.	20 maximum points
TOTAL	100 points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid/ quote and will be disqualified.

Preference points systems

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and a maxim of 20 points awarded for specific goals as follows:

Points awarded for Specific Goals

Specific Goals	Number of Points
South African	3
Black	3
Women	3.5
Youth	3.5
Disabled	3.5
Military Veteran	3.5

NB: DOCUMENTARY PROOF/ SWORN AFFIDAVIT (FOR PEOPLE LIVING WITH DISABILITIES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR TARGET

SPECIFICATION: SUPPLY AND INSTALLATION OF PRINTERS

The appointed service provider will supply and install printers or copiers at WMMLM offices and further sign a thirty-six (36) months Service Level Agreement for support and maintenance and supply of consumables (excluding papers) .

All printers will be leased for 3 years

The service provider is required to deliver within 30 days after appointment.

NB: All devices must be **brand new**. Refurnished, Previously owned or demo Units will **not** be accepted. Minimum technical specifications must be met or exceeded.

1. Specification for printers

The bidders are requested to provide solutions that are closely matching or equivalent to what is specified below.

Colour Desk units

Quantity	Standard functions	Copy, Email, Fax, Print, Scan
17	Optional functions	500+ GB Hard Disk, WiFi Printing
	Print speed	Colour: up to 40 ppm Black: up to 40 ppm
	Recommended monthly print volume	Up to 10,000 pages
	Duty cycle	Up to 125,000 images/month
	Standard paper capacity	251 sheets
	Maximum paper capacity	1,451 sheets
	Two-sided output	Standard
	Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print, NFC (optional: Wi-Fi/Wi-Fi Direct with Xerox Dual Band Wi-Fi and Bluetooth Kit (Bluetooth for iBeacon))
	Maximum print resolution	1200 x 1200 dpi (up to 1200 x 1200 enhanced image quality)
	First-page-out time, printing	As fast as 6.2 seconds black and white / 6.8 seconds colour
	Processor speed	1.2 GHz
	Processor type	Quad Core
	Print memory (standard)	2 GB standard
	Standard paper capacity	251 sheets
	Maximum paper capacity	1,451 sheets
	Output capacity	150 sheets
	Document handler	Single-pass Duplex Automatic Document Feeder (DADF)

		Capacity: 100 sheets
	Media types	Plain Paper, Light Paper, Heavy Paper, Letterhead, Cardstock, Recycled, Bond, Labels, Glossy, Vinyl, Pre-Printed, Envelopes, Coloured Paper, Rough Cotton, Custom, 80-160GSM paper , A4 Paper
	Paper capacity	Tray (Bypass Tray): 100 sheets Tray (Main tray): 550 sheets

Mono Desk units

Quantity	Standard functions	Copy, Email, Fax, Print, Scan
15	Optional functions	500+ GB Hard Disk, WiFi Printing
	Print speed	Black: up to 47 ppm
	Recommended monthly print volume	Up to 20,000 pages
	Duty cycle	Up to 175,000 images/month
	Standard paper capacity	650 sheets
	Maximum paper capacity	2300 sheets
	Two-sided output	Standard
	Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print, NFC (optional: Wi-Fi®/Wi-Fi Direct® with Xerox® Dual Band Wi-Fi® and Bluetooth® Kit (Bluetooth for iBeacon™))
	Maximum print resolution	1200 x 1200 dpi (up to 1200 x 1200 enhanced image quality)
	First-page-out time, printing	As fast as 6.2 seconds black and white / 6.8 seconds colour
	Processor speed	1.2 GHz
	Processor type	Quad Core
	Print memory (standard)	2 GB standard
	Output capacity	250 sheets
	Document handler	Single-pass Duplex Automatic Document Feeder (DADF) Capacity: 100 sheets
	Media types	Plain Paper, Light Paper, Heavy Paper, Letterhead, Cardstock, Recycled, Bond, Labels, Glossy, Vinyl, Pre-Printed, Envelopes, Coloured Paper, Rough Cotton, Custom, 80-160GSM paper , A4 Paper
	Paper capacity	Tray (Bypass Tray): 100 sheets Tray (Main tray): 550 sheets

Quantity	Standard functions	Copy, Email, Fax, Print, Scan
02	Optional functions	Walkup fax, Xerox Integrated RFID Card Reader
	Print speed	Black: up to 70 ppm
	Duty cycle	Up to 300 000 images/month
	First-page-out time, printing & Copying	As fast as 3 seconds (black and white)
	Standard paper capacity	3,140 sheets
	Maximum paper capacity	6,140 sheets
	Two-sided output	Standard
	Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print, NFC (optional: Bluetooth (iBeacon), Wi-Fi/Wi-Fi Direct with optional Xerox® Dual Band Wireless Kit)
	Maximum print resolution	1200 x 2400 dpi
	Processor type	Quad-Core 1.91 GHz
	Device Memory memory (standard)	4 GB max
	Document handler	Single-Pass Duplex Automatic Document Feeder (DADF) 125 x 138 mm to 297 x 432 mm
	Media types	Plain Paper, Light Paper, Heavy Paper, Letterhead, Cardstock, Recycled, Bond, Labels, Glossy, Vinyl, Pre-Printed, Envelopes, Coloured Paper, Rough Cotton, Custom, 80-160GSM paper , A4/A3 Paper
	Paper capacity	Tray (Bypass tray): 100 sheets Tray 1: 520 sheets Tray 2: 520 sheets Tray (High-capacity tandem tray): 2,000 sheets Tray (High-capacity feeder) (optional): 3,000 sheets

Mono multifunctional units

Quantity	Standard functions	Copy, Email, Fax, Print, Scan
	Optional functions	Multiple feeding and finishing options, Workflow Apps, EFI Digital Front End
01	Print speed	Colour : up to 130ppm Black: up to 130 ppm
	Duty cycle	Up to 3 000 000 images/month
	First-page-out time, printing & Copying	As fast as 3 seconds (black and white)
	Standard paper capacity	4,050 sheets
	Two-sided output	Standard
	Maximum print resolution	2400 x 2400 dpi
	Processor type	Quad-Core 1.91 GHz
	Device Memory memory (standard)	4 GB max
	Document handler	Single-Pass Duplex Automatic Document Feeder (DADF) 125 x 138 mm to 297 x 432 mm
	Media types	Plain Paper, Light Paper, Heavy Paper, Letterhead, Cardstock, Recycled, Bond, Labels, Glossy, Vinyl, Pre-Printed, Envelopes, Coloured Paper, Rough Cotton, Custom, 80-350GSM paper , A4/A3 Paper
	Paper capacity	Tray (Bypass tray): 250 sheets Tray 1: 1100 sheets Tray 2: 1600 sheets Tray 3 : 550 sheets Tray 4 : 550 sheets
	Finisher	Produce superior quality finishing and stacking with a 500-sheet top tray and 3,000-sheet stacker tray and built-in bi-directional decurler. Provide same function as the Production Ready Finisher. Used to connect third-party inline finishing options.
	Finishing options	BR Finisher (Optional): 2-hole punch, 3-hole punch, Multi-position stapling, 500+3000-sheet tray BR Booklet Maker Finisher: 2-hole punch, 3-hole punch, Booklet maker, Multi-position stapling, V-folding, 500+1500-sheet tray C Fold / Z Fold Unit (Optional): adds Z-folding, Letter Z-folding, Letter C-folding to the BR Finisher and BR Booklet Maker Finisher Convenience Stapler (Optional): includes Work Surface, 50-sheets

Colour Multifunctional unit with finisher

Quantity	Standard functions	Copy, Email, Fax, Print, Scan
9	Optional functions	Walkup fax, Xerox Integrated RFID Card Reader
	Print speed	Colour : up to 70ppm Black: up to 70 ppm
	Duty cycle	Up to 200 000 images/month ①
	First-page-out time, printing & Copying	As fast as 3 seconds (black and white)
	Standard paper capacity	1133 sheets
	Two-sided output	Standard
	Connectivity	Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print, NFC (optional: Bluetooth (iBeacon), Wi-Fi/Wi-Fi Direct with optional Xerox® Dual Band Wireless Kit)
	Maximum print resolution	1200 x 2400 dpi
	Processor type	Quad-Core 1.91 GHz
	Device Memory memory (standard)	4 GB max
	Document handler	Single-Pass Duplex Automatic Document Feeder (DADF) 125 x 138 mm to 297 x 432 mm
	Media types	Plain Paper, Light Paper, Heavy Paper, Letterhead, Cardstock, Recycled, Bond, Labels, Glossy, Vinyl, Pre-Printed, Envelopes, Coloured Paper, Rough Cotton, Custom, 80-160GSM paper , A4/A3 Paper
	Paper capacity	Tray (Bypass tray): 100 sheets Tray 1: 867 sheets Tray 2: 867 sheets Dual sheet drawer : 520 Sheets Tray (High-capacity tandem tray): 2,000 sheets Tray (High-capacity feeder) (optional): 3,000 sheets

Industrial Machines

Colour Multifunctional units

Quantity	Standard functions	Copy, Email, Fax, Print, Scan
02	Optional functions	Multiple feeding and finishing options, Workflow Apps, EFI Digital Front End
	Print speed	Colour : up to 130ppm Black: up to 130 ppm
	Duty cycle	Up to 3 000 000 images/month
	First-page-out time, printing & Copying	As fast as 3 seconds (black and white)
	Standard paper capacity	4,050 sheets
	Two-sided output	Standard
	Maximum print resolution	2400 x 2400 dpi
	Processor type	Quad-Core 1.91 GHz
	Device Memory memory (standard)	4 GB max
	Document handler	Single-Pass Duplex Automatic Document Feeder (DADF) 125 x 138 mm to 297 x 432 mm
	Media types	Plain Paper, Light Paper, Heavy Paper, Letterhead, Cardstock, Recycled, Bond, Labels, Glossy, Vinyl, Pre-Printed, Envelopes, Coloured Paper, Rough Cotton, Custom, 80-350GSM paper , A4/A3 Paper
	Paper capacity	Tray (Bypass tray): 250 sheets Tray 1: 1100 sheets Tray 2: 1600 sheets Tray 3 : 550 sheets Tray 4 : 550 sheets
	Finisher	Produce superior quality finishing and stacking with a 500-sheet top tray and 3,000-sheet stacker tray and built-in bi-directional decurler. Provide same function as the Production Ready Finisher. Used to connect third-party inline finishing options.
	Finishing options	BR Finisher (Optional): 2-hole punch, 3-hole punch, Multi-position stapling, 500+3000-sheet tray BR Booklet Maker Finisher: 2-hole punch, 3-hole punch, Booklet maker, Multi-position stapling, V-folding, 500+1500-sheet tray C Fold / Z Fold Unit (Optional): adds Z-folding, Letter Z-folding, Letter C-folding to the BR Finisher and BR Booklet Maker Finisher Convenience Stapler (Optional): includes Work Surface, 50-sheets
Quantity		

01		PLOTTER PRINTER - Paper Size A0+ (44"+) Interface Connection LAN, USB Standard Memory 1 GB Print Technology Ultrachrome® XD aqueous pigment ink Media Size Up to 44"+ Dimensions 1.608 x 813 x 1.128 mm (Width x Depth x Height) Weight 92 kg Print Resolution 2,880 x 1,440 dpi Colour Colour & Black & White
		PaperCut - print management software to assist the Municipality to control and manage printing, copying, and scanning.

PaperCut Software

	PaperCut - print management software to assist the Municipality to control and manage printing, copying, and scanning.
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DECLARATION OF INTEREST- STATE EMPLOYEES

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons
in the service of the state and who may be involved with
the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between
any other bidder and any persons in the service of the state who
may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers,
principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors
trustees, managers, principle shareholders or stakeholders
in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers,
principle shareholders, or stakeholders of this company
have any interest in any other related companies or
business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, THE UNDERSIGNED (FULL NAMES)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

**(10) PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
South African	1.5	3		
Black	1.5	3		
Women	1.75	3.5		
Youth	1.75	3.5		
Leaving with disability	1.75	3.5		
Military Veterans	1.75	3.5		
Total Points Allocated	10	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAMES)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS
 DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

AUTHORITY TO SIGN BID DOCUMENT RESOLUTION BY DIRECTORS / MEMBERS:

Resolution for completion by Directors (if the Bidder is a (Pty) Ltd or Ltd) or Members (if the Bidder is a CC)

NAME OF TENDERER: _____

Meeting held at _____

(Place)

On _____ (date)

RESOLVED THAT:

The Bidder submits a bid to Winnie Madikizela Mandela Municipality in respect of Bid No: **WMM LM 25/06/25/02 PRI**
BID DESCRIPTION: Supply and Installation of Printers/Copiers
– Three Year Contract

1.

2. Mr/Ms _____ in his/her capacity as _____ and who will sign as follows:

(SPECIMEN SIGNATURE)

be, and is hereby, authorised to sign the tender and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract and or all documentation resulting from the award of the tender.

Note: The resolution must be signed by all the directors /members of the Tenderer. Should the space provided below not be sufficient for all directors/members to sign, please attach a separate sheet to this schedule in the same format.

No	Name	Capacity	Signature
1			
2			
3			
4			
5			

BID CHECKLIST

Winnie Madikizela-Mandela Local Municipality Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Tick

Bidders are to check the following points before the submission of their bid:

1. All pages of the bid document have been read and initialed by the bidder. ☐
2. All pages requiring information have been completed in black ink. ☐
3. The Pricing Schedule has been checked for arithmetic correctness. ☐
4. All sections requiring information have been completed. ☐
5. The bidder has submitted the following documentation:
 - valid tax clearance (with SARS PIN printout) ☐
 - municipal billing clearance certificate (and a declaration letter by the bidder) ☐
 - company registration / CK document (certified copy) ☐
 - Certified ID Copies (not more than 3 months old) ☐

COMPANY PROFILE