

# TENDER DOCUMENT



**TSWELOPELE**  
LOCAL MUNICIPALITY  
A MUNICIPALITY IN PROGRESS

| Project Name                                                   | Project Number       |
|----------------------------------------------------------------|----------------------|
| LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS | SCM/TSW/03/2025-2026 |

Contact : Mr Kennedy Lebitsa

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COMPANY  
NAME

|  |
|--|
|  |
|  |

TYPE: HIGH VOLUME A3/A4 MONO MFP WITH BOOKLET FINISHER

NO OF MACHINES: 02 (Finance Printer at Bultfontein& Hoopstad Office)

|                              |               |
|------------------------------|---------------|
| VOLUME BAND                  | 50 000-150000 |
| NUMBER OF COPIES PER MINUTE  | 90            |
| NUMBER OF PRINTER PER MINUTE | 90            |
| DUPLEXING                    | YES           |
| PAPER SIZE                   | A3 & A4       |
| PRINTING COLOUR              | NO            |
| USB/SD CARD                  | YES           |
| SORTING FACILITY             | YES           |
| STAPLING FACILITY            | YES           |
| FEEDER UNIT                  | YES           |
| FINISHER UNIT                | YES           |
| BOOKLET AND TRI-FOLDING      | YES           |
| PUNCHING FACILITY            | YES           |
| COPYING                      | YES           |

|                              |     |
|------------------------------|-----|
| <b>PRINTING</b>              | YES |
| <b>SCANNING</b>              | YES |
| <b>FAXING</b>                | NO  |
| <b>ACCOUNT CODES</b>         | YES |
| <b>NETWORKING CAPABILITY</b> | YES |
| <b>HDD ENCRYPTON</b>         | YES |

#### TECHNICAL DATA

(To be completed by the Proposer)

| GENERAL INFORMATION                                                          |  |                  |                  |
|------------------------------------------------------------------------------|--|------------------|------------------|
| <b>BRAND NAME</b>                                                            |  |                  |                  |
| <b>MODEL</b>                                                                 |  |                  |                  |
| <b>FIRST YEAR OF MANUFACTURE</b>                                             |  |                  |                  |
| 1. Print Technology : Laser?                                                 |  | Yes              | No               |
| If no, give details                                                          |  |                  |                  |
| 2. Is the device capable of making double-sided copies/prints automatically? |  | Yes              | No               |
| 3. Can the device copy/print onto transparencies?                            |  | Yes              | No               |
| 4. Minimum & maximum paper weight that can be put in paper drawers?          |  | g/m <sup>2</sup> | g/m <sup>2</sup> |
| 5. Minimum & maximum paper weight that can be put through bypass tray?       |  | g/m <sup>2</sup> | g/m <sup>2</sup> |
| 6. Paper capacity 80 g/m <sup>2</sup><br>Tray 1 (Booklet Finisher)           |  | Pgs              |                  |
| 7. Paper capacity 80 g/m <sup>2</sup><br>Tray 2 (if added)                   |  | Pgs              |                  |
| 8. Paper capacity 80 g/m <sup>2</sup><br>Tray 3(if added)                    |  | Pgs              |                  |
| 9. Paper capacity 80 g/m <sup>2</sup><br>Tray 4 (if added)                   |  | Pgs              |                  |
| 10. Paper capacity 80 g/m <sup>2</sup><br>Tray 5 (if added)                  |  | Pgs              |                  |
| 11. Does device support a common "User Interface" with other device range?   |  | Yes              | No               |
| 12. Does the device come standard with a stand?                              |  | Yes              | No               |
| 13. What is the standard memory of the unit?                                 |  | MB               |                  |
| 14. What is the maximum memory of the unit?                                  |  | MB               |                  |
| 15. Do users require training to use the device?                             |  | Yes              | No               |
| 16. Will the Service Provider provide training on the device?                |  | Yes              | No               |
| 17. Will training be additional cost.                                        |  | Yes              | No               |
| 18. Does the device come standard with a network interface?                  |  | Yes              | No               |
| 19. Does the device have USB port available?                                 |  | Yes              | No               |
| 20. Can the device print from a USB Memory Stick                             |  | Yes              | No               |
| 21. Can the device scan to a USB Memory Stick                                |  | Yes              | No               |

**COPYING:**

|                                                         |     |            |
|---------------------------------------------------------|-----|------------|
| 1. Copy Speed – Best Quality                            |     | psg/minute |
| 2. Reduce/Enlarge                                       | %   | To %       |
| 3. Can copies be reproduced from books & bound volumes? | Yes | No         |
| 4. Can User Codes be pre-set for copying as a standard  | Yes | No         |

**SCANNING**

|                                                                            |     |      |      |        |    |
|----------------------------------------------------------------------------|-----|------|------|--------|----|
| 1. Does the device scan in colour?                                         |     |      |      | Yes    | No |
| 2. Can the device scan to Email as a standard? IE: No additional software  |     |      |      | Yes    | No |
| 3. Can the device scan to folder as a standard? IE: No additional software |     |      |      | Yes    | No |
| 4. Can the device scan to FTP as a standard? IE: No additional software    |     |      |      | Yes    | No |
| 5. Does scan to Email, Folder & FTP require additional software?           |     |      |      | Yes    | No |
| 6. Does the device have LDAP integration for email address book standard?  |     |      |      | Yes    | No |
| 7. Tick – Can device scan in the following file formats?                   | PDF | JPEG | TIFF | M-TIFF |    |

**PRINTING**

|                                                                            |     |            |
|----------------------------------------------------------------------------|-----|------------|
| 1. Print Speed – Best Quality                                              |     | pgs/minute |
| 2. Does the device use a Universal print driver?                           | Yes | No         |
| 3. Does the driver offer an exact common user interface with other models? | Yes | No         |
| 4. Are the device Drivers Microsoft Certified? If so, attach Certificate   | Yes | No         |
| 5. Are the Drivers compatible with windows 10 and windows 11               | Yes | No         |
| 6. Does the device have a Private/Confidential Print Function?             | Yes | No         |
| 7. Does the device have job storage?                                       | Yes | No         |
| 8. Hard Drive capacity if present                                          |     | GB         |
| 9. Can the device print from SAP as a standard?                            | Yes | No         |
| 10. Can the device print Postscript as a standard?                         | Yes | No         |
| 11. Can the device print from Linux as a standard?                         | Yes | No         |
| 12. Can the device print from Windows Server 2019?                         | Yes | No         |
| 13. Does the device offer network security with authentication via LDAP?   | Yes | No         |

**FAXING**

|                                             |     |     |
|---------------------------------------------|-----|-----|
| 1. Can a fax unit be added to the device?   | Yes | No  |
| 2. What is the page memory of the fax unit? |     | pgs |

**ADDITIONAL**

- |                                                                 |     |    |
|-----------------------------------------------------------------|-----|----|
| 1. Does the device come with management software as a standard? | Yes | No |
| 2. Does the device allow for pin-code control.                  |     |    |

**FORM OF PROPOSAL**

**NB: Charge per copy must include all consumables e.g. staples except paper which will form the basis of the maintenance agreement. It should be noted that the service provider also be the Maintenance Provider with whom the maintenance agreement will be entered into.**

**COST INFORMATION RELATING TO THE MACHINE AS PER TECHNICAL DATA PROVIDED MUST BE CAPTURED HERE.**

|                                  |  |
|----------------------------------|--|
| <b>VOLUME BAND</b>               |  |
| <b>BRAND NAME</b>                |  |
| <b>MODEL</b>                     |  |
| <b>FIRST YEAR OF MANUFACTURE</b> |  |

| <b>FEATURES (AS ADD ON)<br/>NB: if needed</b> | <b>PRICE (B &amp; W)</b> | <b>PRICE (COLOUR)</b> |
|-----------------------------------------------|--------------------------|-----------------------|
| Fixed Machine Rental                          |                          |                       |
| Sorter (Non Staple)                           |                          |                       |
| Sorter (Staple)                               |                          |                       |
| Finisher                                      |                          |                       |
| Saddle Kit                                    |                          |                       |
| Hole Punch Kit                                |                          |                       |
| ADF/DADF                                      |                          |                       |
| Duplex Unit                                   |                          |                       |
| Print Control Unit                            |                          |                       |
| Scan Unit                                     |                          |                       |
| Paper Draws                                   |                          |                       |
| Software                                      |                          |                       |
| Managed Print Service Software                |                          |                       |
| <b>TOTAL MONTHLY RENTAL</b>                   | <b>PER MACHINE</b>       | <b>PER MACHINE</b>    |
|                                               | <b>R</b>                 | <b>R</b>              |

**Copy Charge per Copy as Maintenance Fee (covering all maintenance, consumables and travelling)**

..... Per Copy (B&W)  
 ..... Per Copy (Colour)  
 ..... % Rental Escalation (per annum)  
 ..... % Escalation for Maintenance (per annum)

**NEEDS FUNCTIONALITY OF EQUIPMENT**

**TYPE: MID VOLUME A3/A4 MONO MULTIFUNCTION PRINTERS**

**NO OF MACHINES: 01 (Community Services in Head office Bultfontein)**

|                                     |                      |
|-------------------------------------|----------------------|
| <b>VOLUME BAND</b>                  | <b>35000 – 45000</b> |
| <b>NUMBER OF COPIES PER MINUTE</b>  | <b>40</b>            |
| <b>NUMBER OF PRINTER PER MINUTE</b> | <b>40</b>            |
| <b>DUPLEXING</b>                    | <b>YES</b>           |
| <b>PAPER SIZE</b>                   | <b>A3 &amp; A4</b>   |
| <b>PRINTING COLOUR</b>              | <b>NO</b>            |
| <b>USB/SD CARD</b>                  | <b>YES</b>           |
| <b>SORTING FACILITY</b>             | <b>YES</b>           |
| <b>STAPLING FACILITY</b>            | <b>YES</b>           |
| <b>FEEDER UNIT</b>                  | <b>YES</b>           |
| <b>PUNCHING FACILITY</b>            | <b>NO</b>            |
| <b>COPYING</b>                      | <b>YES</b>           |
| <b>PRINTING</b>                     | <b>YES</b>           |
| <b>SCANNING</b>                     | <b>YES</b>           |
| <b>FAXING</b>                       | <b>NO</b>            |
| <b>NETWORKING CAPABILITY</b>        | <b>YES</b>           |
| <b>ACCOUNT CODES</b>                | <b>YES</b>           |
| <b>HDD ENCRYPTION</b>               | <b>YES</b>           |

**TECHNICAL DATA**

(To be completed by the Proposer)

**GENERAL INFORMATION**

|                                  |     |    |  |
|----------------------------------|-----|----|--|
| <b>BRAND NAME</b>                |     |    |  |
| <b>MODEL</b>                     |     |    |  |
| <b>FIRST YEAR OF MANUFACTURE</b> |     |    |  |
| 1. Print Technology : Laser?     | Yes | No |  |
| If no, give details              |     |    |  |
|                                  |     |    |  |

|                                                                              |                  |                  |
|------------------------------------------------------------------------------|------------------|------------------|
| 2. Is the device capable of making double-sided copies/prints automatically? | Yes              | No               |
| 3. Can the device copy/print onto transparencies?                            | Yes              | No               |
| 4. Minimum & maximum paper weight that can be put in paper drawers?          | g/m <sup>2</sup> | g/m <sup>2</sup> |
| 5. Minimum & maximum paper weight that can be put through bypass tray?       | g/m <sup>2</sup> | g/m <sup>2</sup> |
| 6. Paper capacity 80 g/m <sup>2</sup><br>Tray 1 (Bypass)                     | Pgs              |                  |
| 7. Paper capacity 80 g/m <sup>2</sup><br>Tray 2 (if added)                   | Pgs              |                  |
| 8. Paper capacity 80 g/m <sup>2</sup><br>Tray 3 (if added)                   | Pgs              |                  |
| 9. Paper capacity 80 g/m <sup>2</sup><br>Tray 4 (if added)                   | Pgs              |                  |
| 10. Paper capacity 80 g/m <sup>2</sup><br>Tray 5 (if added)                  | Pgs              |                  |
| 11. Does device support a common "User Interface" with other device range?   | Yes              | No               |
| 12. Does the device come standard with a stand?                              | Yes              | No               |
| 13. What is the standard memory of the unit?                                 | MB               |                  |
| 14. What is the maximum memory of the unit?                                  | MB               |                  |
| 15. Do users require training to use the device?                             | Yes              | No               |
| 16. Will the Service Provider provide training on the device?                | Yes              | No               |
| 17. Will training be additional cost.                                        | Yes              | No               |
| 18. Does the device come standard with a network interface?                  | Yes              | No               |
| 19. Does the device have USB port available?                                 | Yes              | No               |
| 20. Can the device print from a USB Memory Stick                             | Yes              | No               |
| 21. Can the device scan to a USB Memory Stick                                | Yes              | No               |

#### **COPYING:**

|                                                         |   |    |            |
|---------------------------------------------------------|---|----|------------|
| COPYING:                                                |   |    |            |
| 1. Copy Speed – Best Quality                            |   |    | psg/minute |
| 2. Reduce/Enlarge                                       | % | To | %          |
| 3. Can copies be reproduced from books & bound volumes? |   |    | Yes No     |
| 4. Can User Codes be pre-set for copying as a standard  |   |    | Yes No     |
|                                                         |   |    |            |

**SCANNING**

|                                                                            |     |      |      |        |
|----------------------------------------------------------------------------|-----|------|------|--------|
| 1. Does the device scan in colour?                                         |     |      | Yes  | No     |
| 2. Can the device scan to Email as a standard? IE: No additional software  |     |      | Yes  | No     |
| 3. Can the device scan to folder as a standard? IE: No additional software |     |      | Yes  | No     |
| 4. Can the device scan to FTP as a standard? IE: No additional software    |     |      | Yes  | No     |
| 5. Does scan to Email, Folder & FTP require additional software?           |     |      | Yes  | No     |
| 6. Does the device have LDAP integration for email address book standard?  |     |      | Yes  | No     |
| 7. Tick – Can device scan in the following file formats?                   | PDF | JPEG | TIFF | M-TIFF |

**PRINTING**

|                                                                            |     |            |
|----------------------------------------------------------------------------|-----|------------|
| 1. Print Speed – Best Quality                                              |     | pgs/minute |
| 2. Does the device use a Universal print driver?                           | Yes | No         |
| 3. Does the driver offer an exact common user interface with other models? | Yes | No         |
| 4. Are the device Drivers Microsoft Certified? If so, attach Certificate   | Yes | No         |
| 5. Are the Drivers compatible with windows 10 and windows 11               | Yes | No         |
| 6. Does the device have a Private/Confidential Print Function?             | Yes | No         |
| 7. Does the device have job storage?                                       | Yes | No         |
| 8. Hard Drive capacity if present                                          |     | GB         |
| 9. Can the device print from SAP as a standard?                            | Yes | No         |
| 10. Can the device print Postscript as a standard?                         | Yes | No         |
| 11. Can the device print from Linux as a standard?                         | Yes | No         |
| 12. Can the device print from Windows Server 2019                          | Yes | No         |
| 13. Does the device offer network security with authentication via LDAP?   | Yes | No         |

**FAXING**

|                                             |     |     |
|---------------------------------------------|-----|-----|
| 1. Can a fax unit be added to the device?   | Yes | No  |
| 2. What is the page memory of the fax unit? |     | pgs |

**ADDITIONAL**

|                                                                 |     |    |
|-----------------------------------------------------------------|-----|----|
| 1. Does the device come with management software as a standard? | Yes | No |
| 2. Does the device allow for pincode control.                   |     |    |

## **FORM OF PROPOSAL**

**NB: Charge per copy must include all consumables e.g. staples**

**except paper which will form the basis of the maintenance agreement. It should be noted that the Service Provider also be the Maintenance Provider with whom the Maintenance Agreement will be entered into.**

**COST INFORMATION RELATING TO THE MACHINE AS PER TECHNICAL DATA PROVIDED MUST BE CAPTURED HERE.**

|                                  |  |
|----------------------------------|--|
| <b>VOLUME BAND</b>               |  |
| <b>BRAND NAME</b>                |  |
| <b>MODEL</b>                     |  |
| <b>FIRST YEAR OF MANUFACTURE</b> |  |

| <b>FEATURES (AS ADD ON)<br/>NB: if needed</b>                                                  | <b>PRICE (B &amp; W)</b>                                                                                                                     | <b>PRICE (COLOUR)</b> |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Fixed Machine Rental                                                                           |                                                                                                                                              |                       |
| Sorter (Non Staple)                                                                            |                                                                                                                                              |                       |
| Sorter (Staple)                                                                                |                                                                                                                                              |                       |
| Saddle Kit                                                                                     |                                                                                                                                              |                       |
| ADF/DADF                                                                                       |                                                                                                                                              |                       |
| Duplex Unit                                                                                    |                                                                                                                                              |                       |
| Print Control Unit                                                                             |                                                                                                                                              |                       |
| Scan Unit                                                                                      |                                                                                                                                              |                       |
| Paper Draws                                                                                    |                                                                                                                                              |                       |
| Software                                                                                       |                                                                                                                                              |                       |
| Managed Print Service Software                                                                 |                                                                                                                                              |                       |
| <b>TOTAL MONTHLY RENTAL</b>                                                                    | <b>PER MACHINE</b>                                                                                                                           | <b>PER MACHINE</b>    |
|                                                                                                | <b>R</b>                                                                                                                                     | <b>R</b>              |
| Copy Charge per Copy as Maintenance Fee (covering all maintenance, consumables and travelling) | ..... Per Copy (B&W)<br>..... Per Copy (Colour)<br>.....% Rental Escalation (per annum)<br><br>.....% Escalation for Maintenance (per annum) |                       |

**NEEDS FUNTIONALITY OF EQUIPMENT**

**TYPE: MID VOLUME A3/A4 COLOUR MULTIFUNCTION PRINTERS****NO OF MACHINES: 01 (Corporate Services at Head Office Bultfontein)**

|                                    |                      |
|------------------------------------|----------------------|
| <b>VOLUME BAND</b>                 | <b>35000 – 45000</b> |
| <b>NUMBER OF COPIES PER MINUTE</b> | <b>40</b>            |
| <b>NUMBER OF COPIES PER MINUTE</b> | <b>40</b>            |
| <b>DUPLEXING</b>                   | <b>YES</b>           |
| <b>PAPER SIZE</b>                  | <b>A3 &amp; A4</b>   |
| <b>PRINTING COLOUR</b>             | <b>YES</b>           |
| <b>USB/SD CARD</b>                 | <b>YES</b>           |
| <b>SORTING FACILITY</b>            | <b>YES</b>           |
| <b>STAPLING FACILITY</b>           | <b>YES</b>           |
| <b>FEEDER UNIT</b>                 | <b>YES</b>           |
| <b>FINISHER UNIT</b>               | <b>YES</b>           |
| <b>PUNCHING FACILITY</b>           | <b>YES</b>           |
| <b>COPYING</b>                     | <b>YES</b>           |
| <b>PRINTING</b>                    | <b>YES</b>           |
| <b>SCANNING</b>                    | <b>YES</b>           |
| <b>FAXING</b>                      | <b>NO</b>            |
| <b>NETWORKING CAPABILITY</b>       | <b>YES</b>           |
| <b>ACCOUNT CODES</b>               | <b>YES</b>           |
| <b>HDD ENCRYPTION</b>              | <b>YES</b>           |

**TECHNICAL DATA**

(To be completed by the Proposer)

|                                                                              |  |  |                                   |
|------------------------------------------------------------------------------|--|--|-----------------------------------|
| <b>GENERAL INFORMATION</b>                                                   |  |  |                                   |
| <b>BRAND NAME</b>                                                            |  |  |                                   |
| <b>MODEL</b>                                                                 |  |  |                                   |
| <b>FIRST YEAR OF MANUFACTURE</b>                                             |  |  |                                   |
| 1. Print Technology : Laser?                                                 |  |  | Yes No                            |
| If no, give details                                                          |  |  |                                   |
| 2. Is the device capable of making double-sided copies/prints automatically? |  |  | Yes No                            |
| 3. Can the device copy/print onto transparencies?                            |  |  | Yes No                            |
| 4. Minimum & maximum paper weight that can be put in paper drawers?          |  |  | g/m <sup>2</sup> g/m <sup>2</sup> |
| 5. Minimum & maximum paper weight that can be put through bypass tray?       |  |  | g/m <sup>2</sup> g/m <sup>2</sup> |

|                                                                            |     |    |
|----------------------------------------------------------------------------|-----|----|
| 6. Paper capacity 80 g/m <sup>2</sup><br>Tray 1 (Bypass)                   | Pgs |    |
| 7. Paper capacity 80 g/m <sup>2</sup><br>Tray 2 (if added)                 | Pgs |    |
| 8. Paper capacity 80 g/m <sup>2</sup><br>Tray 3 (if added)                 | Pgs |    |
| 9. Paper capacity 80 g/m <sup>2</sup><br>Tray 4 (if added)                 | Pgs |    |
| 10. Paper capacity 80 g/m <sup>2</sup><br>Tray 5 (if added)                | Pgs |    |
| 11. Does device support a common "User Interface" with other device range? | Yes | No |
| 12. Does the device come standard with a stand?                            | Yes | No |
| 13. What is the standard memory of the unit?                               | MB  |    |
| 14. What is the maximum memory of the unit?                                | MB  |    |
| 15. Do users require training to use the device?                           | Yes | No |
| 16. Will the Service Provider provide training on the device?              | Yes | No |
| 17. Will training be additional cost.                                      | Yes | No |
| 18. Does the device come standard with a network interface?                | Yes | No |
| 19. Does the device have USB port available?                               | Yes | No |
| 20. Can the device print from a USB Memory Stick                           | Yes | No |
| 21. Can the device scan to a USB Memory Stick                              | Yes | No |

#### **COPYING:**

|                                                         |            |      |
|---------------------------------------------------------|------------|------|
| 5. Copy Speed – Best Quality                            | psg/minute |      |
| 6. Reduce/Enlarge                                       | %          | To % |
| 7. Can copies be reproduced from books & bound volumes? | Yes        | No   |
| 8. Can User Codes be pre-set for copying as a standard  | Yes        | No   |

#### **SCANNING**

CONTINUE

|                                                                             |     |      |      |        |
|-----------------------------------------------------------------------------|-----|------|------|--------|
| 8. Does the device scan in colour?                                          | Yes | No   |      |        |
| 9. Can the device scan to Email as a standard? IE: No additional software   | Yes | No   |      |        |
| 10. Can the device scan to folder as a standard? IE: No additional software | Yes | No   |      |        |
| 11. Can the device scan to FTP as a standard? IE: No additional software    | Yes | No   |      |        |
| 12. Does scan to Email, Folder & FTP require additional software?           | Yes | No   |      |        |
| 13. Does the device have LDAP integration for email address book standard?  | Yes | No   |      |        |
| 14. Tick – Can device scan in the following file formats?                   | PDF | JPEG | TIFF | M-TIFF |

|                                                                             |     |                |
|-----------------------------------------------------------------------------|-----|----------------|
| <b>PRINTING</b>                                                             |     |                |
| 14. Print Speed – Best Quality                                              |     | pgs/min<br>ute |
| 15. Does the device use a Universal print driver?                           | Yes | No             |
| 16. Does the driver offer an exact common user interface with other models? | Yes | No             |
| 17. Are the device Drivers Microsoft Certified? If so, attach Certificate   | Yes | No             |
| 18. Are the Drivers compatible with windows10 and windows 11                | Yes | No             |
| 19. Does the device have a Private/Confidential Print Function?             | Yes | No             |
| 20. Does the device have job storage?                                       | Yes | No             |
| 21. Hard Drive capacity if present                                          |     | GB             |
| 22. Can the device print from SAP as a standard?                            | Yes | No             |
| 23. Can the device print Postscript as a standard?                          | Yes | No             |
| 24. Can the device print from Linux as a standard?                          | Yes | No             |
| 25. Can the device print from Windows Server 2019                           | Yes | No             |
| 26. Does the device offer network security with authentication via LDAP?    | Yes | No             |

|                                             |     |     |
|---------------------------------------------|-----|-----|
| <b>FAXING</b>                               |     |     |
| 3. Can a fax unit be added to the device?   | Yes | No  |
| 4. What is the page memory of the fax unit? |     | Pgs |

|                                                                 |     |    |
|-----------------------------------------------------------------|-----|----|
| <b>ADDITIONAL</b>                                               |     |    |
| 3. Does the device come with management software as a standard? | Yes | No |
| 4. Does the device allow for pincode control.                   |     |    |

### **FORM OF PROPOSAL**

**NB: Charge per copy must include all consumables e.g. staples except paper which will form the basis of the maintenance agreement. It should be noted that the Service Provider also be the Maintenance Provider with whom the Maintenance Agreement will be entered into.**

**COST INFORMATION RELATING TO THE MACHINE AS PER TECHNICAL DATA PROVIDED MUST BE CAPTURED HERE.**

|                                               |                          |                       |
|-----------------------------------------------|--------------------------|-----------------------|
| <b>VOLUME BAND</b>                            |                          |                       |
| <b>BRAND NAME</b>                             |                          |                       |
| <b>MODEL</b>                                  |                          |                       |
| <b>FIRST YEAR OF MANUFACTURE</b>              |                          |                       |
| <b>FEATURES (AS ADD ON)<br/>NB: if needed</b> | <b>PRICE (B &amp; W)</b> | <b>PRICE (COLOUR)</b> |
| Fixed Machine Rental                          |                          |                       |
| Sorter (Non Staple)                           |                          |                       |

|                                                              |                                                |                    |
|--------------------------------------------------------------|------------------------------------------------|--------------------|
| Sorter (Staple)                                              |                                                |                    |
| Saddle Kit                                                   |                                                |                    |
| Finisher                                                     |                                                |                    |
| ADF/DADF                                                     |                                                |                    |
| Duplex Unit                                                  |                                                |                    |
| Print Control Unit                                           |                                                |                    |
| Scan Unit                                                    |                                                |                    |
| Paper Draws                                                  |                                                |                    |
| Software                                                     |                                                |                    |
| Managed Print Service Software                               |                                                |                    |
| <b>TOTAL MONTHLY RENTAL</b>                                  | <b>PER MACHINE</b>                             | <b>PER MACHINE</b> |
|                                                              | <b>R</b>                                       | <b>R</b>           |
| <b>Copy Charge per Copy as Maintenance Fee (covering all</b> | ..... Per Copy (B&W)                           |                    |
| <b>maintenance, consumables and travelling)</b>              | ..... Per Copy (Colour)                        |                    |
|                                                              | ..... % Rental Escalation (per annum)          |                    |
|                                                              | ..... % Escalation for Maintenance (per annum) |                    |

#### **NEEDS FUNCTIONALITY OF EQUIPMENT**

**TYPE: HIGH SPEED A3/A4 COLOUR MULTIFUNCTION PRINTERS**

**NO OF MACHINES: 03 (Admin Office, Technical Office & Expenditure Office in Bultfontein)**

|                                    |                      |
|------------------------------------|----------------------|
| <b>VOLUME BAND</b>                 | <b>15000 – 20000</b> |
| <b>NUMBER OF COPIES PER MINUTE</b> | <b>35 - 40</b>       |
| <b>NUMBER OF COPIES PER MINUTE</b> | <b>35 - 40</b>       |
| <b>DUPLEXING</b>                   | YES                  |
| <b>PAPER SIZE</b>                  | A3 & A4              |
| <b>PRINTING COLOUR</b>             | YES                  |
| <b>USB/SD CARD</b>                 | YES                  |
| <b>SORTING FACILITY</b>            | YES                  |
| <b>STAPLING FACILITY</b>           | YES                  |
| <b>FEEDER UNIT</b>                 | YES                  |
| <b>PUNCHING FACILITY</b>           | NO                   |
| <b>COPYING</b>                     | YES                  |
| <b>PRINTING</b>                    | YES                  |

|                              |     |
|------------------------------|-----|
| <b>SCANNING</b>              | YES |
| <b>FAXING</b>                | YES |
| <b>NETWORKING CAPABILITY</b> | YES |
| <b>ACCOUNT CODES</b>         | YES |

#### TECHNICAL DATA

(To be completed by the Proposer)

|                                                                              |  |                  |                  |
|------------------------------------------------------------------------------|--|------------------|------------------|
| <b>GENERAL INFORMATION</b>                                                   |  |                  |                  |
| <b>BRAND NAME</b>                                                            |  |                  |                  |
| <b>MODEL</b>                                                                 |  |                  |                  |
| <b>FIRST YEAR OF MANUFACTURE</b>                                             |  |                  |                  |
| 1. Print Technology : Laser?                                                 |  | Yes              | No               |
| If no, give details                                                          |  |                  |                  |
| 2. Is the device capable of making double-sided copies/prints automatically? |  | Yes              | No               |
| 3. Can the device copy/print onto transparencies?                            |  | Yes              | No               |
| 4. Minimum & maximum paper weight that can be put in paper drawers?          |  | g/m <sup>2</sup> | g/m <sup>2</sup> |
| 5. Minimum & maximum paper weight that can be put through bypass tray?       |  | g/m <sup>2</sup> | g/m <sup>2</sup> |
| 6. Paper capacity 80 g/m <sup>2</sup><br>Tray 1 (Bypass)                     |  | Pgs              |                  |
| 7. Paper capacity 80 g/m <sup>2</sup><br>Tray 2 (if added)                   |  | Pgs              |                  |
| 8. Paper capacity 80 g/m <sup>2</sup><br>Tray 3 (if added)                   |  | Pgs              |                  |
| 9. Paper capacity 80 g/m <sup>2</sup><br>Tray 4 (if added)                   |  | Pgs              |                  |
| 10. Paper capacity 80 g/m <sup>2</sup><br>Tray 5 (if added)                  |  | Pgs              |                  |
| 11. Does device support a common "User Interface" with other device range?   |  | Yes              | No               |
| 12. Does the device come standard with a stand?                              |  | Yes              | No               |
| 13. What is the standard memory of the unit?                                 |  | MB               |                  |
| 14. What is the maximum memory of the unit?                                  |  | MB               |                  |
| 15. Do users require training to use the device?                             |  | Yes              | No               |
| 16. Will the Service Provider provide training on the device?                |  | Yes              | No               |
| 17. Will training be additional cost.                                        |  | Yes              | No               |
| 18. Does the device come standard with a network interface?                  |  | Yes              | No               |
| 19. Does the device have USB port available?                                 |  | Yes              | No               |
| 20. Can the device print from a USB Memory Stick                             |  | Yes              | No               |
| 21. Can the device scan to a USB Memory Stick                                |  | Yes              | No               |

COPYING:

|                                                         |   |     |            |
|---------------------------------------------------------|---|-----|------------|
| 1. Copy Speed – Best Quality                            |   |     | psg/minute |
| 2. Reduce/Enlarge                                       | % | To  | %          |
| 3. Can copies be reproduced from books & bound volumes? |   | Yes | No         |
| 4. Can User Codes be pre-set for copying as a standard  |   | Yes | No         |
|                                                         |   |     |            |

#### SCANNING

|                                                                            |     |      |      |        |
|----------------------------------------------------------------------------|-----|------|------|--------|
| 1. Does the device scan in colour?                                         |     |      | Yes  | No     |
| 2. Can the device scan to Email as a standard? IE: No additional software  |     |      | Yes  | No     |
| 3. Can the device scan to folder as a standard? IE: No additional software |     |      | Yes  | No     |
| 4. Can the device scan to FTP as a standard? IE: No additional software    |     |      | Yes  | No     |
| 5. Does scan to Email, Folder & FTP require additional software?           |     |      | Yes  | No     |
| 6. Does the device have LDAP integration for email address book standard?  |     |      | Yes  | No     |
| 7. Tick – Can device scan in the following file formats?                   | PDF | JPEG | TIFF | M-TIFF |

#### PRINTING

|                                                                            |  |     |            |
|----------------------------------------------------------------------------|--|-----|------------|
| 1. Print Speed – Best Quality                                              |  |     | pgs/minute |
| 2. Does the device use a Universal print driver?                           |  | Yes | No         |
| 3. Does the driver offer an exact common user interface with other models? |  | Yes | No         |
| 4. Are the device Drivers Microsoft Certified? If so, attach Certificate   |  | Yes | No         |
| 5. Are the Drivers compatible with windows 10 and windows 11               |  | Yes | No         |
| 6. Does the device have a Private/Confidential Print Function?             |  | Yes | No         |
| 7. Does the device have job storage?                                       |  | Yes | No         |
| 8. Hard Drive capacity if present                                          |  |     | GB         |
| 9. Can the device print from SAP as a standard?                            |  | Yes | No         |
| 10. Can the device print Postscript as a standard?                         |  | Yes | No         |
| 11. Can the device print from Windows Server 2019                          |  | Yes | No         |
| 12. Can the device print from Linux as a standard?                         |  | Yes | No         |
| 13. Does the device offer network security with authentication via LDAP?   |  | Yes | No         |

#### ADDITIONAL

|                                                                 |     |    |
|-----------------------------------------------------------------|-----|----|
| 1. Does the device come with management software as a standard? | Yes | No |
|-----------------------------------------------------------------|-----|----|

2. Does the device allow for pincode control.

**FAXING**

1. Can a fax unit be added to the device?

Yes

No

2. What is the page memory of the fax unit?

pgs

**FORM OF PROPOSAL**

**NB: Charge per copy must include all consumables e.g. staples except paper which will form the basis of the maintenance agreement. It should be noted that the Service Provider also be the Maintenance Provider with whom the Maintenance Agreement will be entered into.**

**COST INFORMATION RELATING TO THE MACHINE AS PER TECHNICAL DATA PROVIDED MUST BE CAPTURED HERE.**

|                                  |  |
|----------------------------------|--|
| <b>VOLUME BAND</b>               |  |
| <b>BRAND NAME</b>                |  |
| <b>MODEL</b>                     |  |
| <b>FIRST YEAR OF MANUFACTURE</b> |  |

| <b>FEATURES (AS ADD ON)<br/>NB: if needed</b> | <b>PRICE (B &amp; W)</b> | <b>PRICE (COLOUR)</b> |
|-----------------------------------------------|--------------------------|-----------------------|
| Fixed Machine Rental                          |                          |                       |
| Sorter (Non Staple)                           |                          |                       |
| Sorter (Staple)                               |                          |                       |
| Saddle Kit                                    |                          |                       |
| ADF/DADF                                      |                          |                       |
| Duplex Unit                                   |                          |                       |
| Print Control Unit                            |                          |                       |
| Fax Unit (1 Line)                             |                          |                       |
| Scan Unit                                     |                          |                       |
| Paper Draws                                   |                          |                       |
| Copy Stand                                    |                          |                       |
| Software                                      |                          |                       |
| Managed Print Service<br>Software             |                          |                       |
| <b>TOTAL MONTHLY RENTAL</b>                   | <b>PER MACHINE</b>       | <b>PER MACHINE</b>    |
|                                               | <b>R</b>                 | <b>R</b>              |

**Copy Charge per Copy as Maintenance Fee (covering all maintenance, consumables and travelling)**

..... Per Copy (B&W)

..... Per Copy (Colour)

..... % Rental Escalation (per annum)

..... % Escalation for Maintenance (per annum)

**SERVER SOLUTION (TO BE SUPPLIED BY THE BIDDER)**

**SERVER:**

1. Windows Server
2. Print Software

**1) Print Server specification:**

Windows Server 2019 standard or older version and should be licensed

Memory (Ram): 8 GB to 16GB

Hard disks: 500 GB

CPU socket: 3.1 GHz (64-bit processor) or faster multi-core

Network adapter: Gigabit Ethernet adapter (10/100/1000base)

**2) software features:**

1. Print server software should be imbedded on the printers and be licensed
2. The software should allow users to send print job on print server and the user can release their job on any printer via pin code.
3. The software should allow maximum of allowed print device.
4. Maximum allowed servers.
5. Maximum allowed users – The maximum of users who can use software system.
6. Maximum allowed departments (user groups).
7. Server platform support – Server operating system necessary for installation of the soft server system.
8. One-step automated server installer.
9. Administrator control panel for quick commissioning.
10. Web – based administrative interface.

**EMAIL ADDRESS**

\_\_\_\_\_

**CONTACT NUMBER**

\_\_\_\_\_

**BIDDER'S BUSINESS ADDRESS**

\_\_\_\_\_

**CSD NUMBER**

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

## **VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:**

### **BY SUBMITTING THE BID THE BIDDER UNDERTAKES TO ABIDE BY THE TERMS AND CONDITIONS OF THIS TENDER INCLUDING BUT NOT LIMITED TO THE RULES OUTLINED BELOW**

- A bid not complying with the requirements stated hereunder will be regarded as not being an “Acceptable bid”, and as such will be rejected.
- “Acceptable bid” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation and regulations, in terms of which provision is made for this policy.
- In this document and other documents referred to but not attached, the following words are synonymous with each other.
  - a. CLIENT, EMPLOYER, TSWELOPELE LOCAL MUNICIPALITY.
  - b. BID, TENDER AND VARIATIONS THEREOF
  - c. JOINT VENTURE / CONSORTIUM
  - d. TENDERER, BIDDER, CONTRACTOR

## **1. FULL DESCRIPTION OF THE TENDER**

**Lease and Maintenance of Business Machines for Three (3) Years, the Municipality will enter into a contract with the successful bidder for Three (3) Years from the date of the signing of the Service Level Agreement.**

## **2. RULES FOR BIDDING**

- 2.1 The municipality is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection,
- 2.2 Documents submitted by bidders will not be returned. The municipality reserves the right to return late bid submission unopened,
- 2.3 The municipality reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the municipality decide not to proceed with the bid,
- 2.4 Only the bidders who have passed the evaluation of returnables will be subjected to confirmation of validity of functionality returnables provided and referees.(e.g. Municipality may require Previous Proof of Payments)
- 2.5 The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement.

- 2.6 The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately,
- 2.7 Bidders may ask for clarification on these bid documents or any part thereof up to close of business week before the deadline for the submission of the bids,
- 2.8 Bidders may not contact the municipality on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned,
- 2.9 The total bid price will be paid for on a monthly basis for the duration of each contract upon submission of monthly reports and invoices,
- 2.10 **Bidders must comply with all requirements particularly conditions of work as per sectoral determination,**
- 2.11 **Bidders must have existing resources or capacity to lease (letter of intent) to be able to provide the service.**
- 2.12 Should the contract between the municipality and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated,
- 2.13 Bidders must attach proof of third party insurance including proof of parties involved in the joint venture,
- 2.14 Bidders should not scratch out without initialling next to the amended rates or information, affecting the evaluation of the bid,
- 2.15 The Bid document must be properly signed by a party having the authority to do so, according to the example of “Authority or Signatory”,
- 2.16 Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached, lease agreement alone will not be accepted
- 2.17 Bidders will be disqualified if any bidders who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after a reasonable written notice was given to that bidder that performance was unsatisfactory or appears on the register / database of defaulters,
- 2.18 The Accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –

- 2.18.1 Who is in the service of the state, or;
  - 2.18.2 If that person is not a natural person, of which any Director, Manager, Principal Shareholder or Stakeholder, is a person in the service of the state; or;
  - 2.18.3 Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest?
- 2.19 Bid offers will be rejected if the bidder or any of his/ her directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector,
- 2.20 Failure by the bidder to disclose with the bid submission any form of conflict of interest including disclosure on a person(s) who is in the service of the state or any immediate blood relative in the service of the state will lead to disqualification,
- 2.21 **All functionality and all other returnables will be exposed to verification process, and any returnable proven to be a fake document, the bidders document will be rejected subjected to disqualification.**
- 2.26 The municipality is not liable for any documents delivered via courier companies and by post. No official is going to sign the receipt of the tender document,**
- 2.27 Tender documents must be submitted in a sealed envelope clearly marked with the project name and number,**
- 2.28 Fully completed and signed tender documents must be deposited into the tender box located at: 01 Bosman Street, Civic Centre, Bultfontein, 9670. The sealed envelope must specify the following:**
- 2.28.1 Bid number**
  - 2.28.2 Closing Date and time**
  - 2.28.3 The name and address of the tenderer.**
- 2.9 The Municipality has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.**

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**T1.1**

**1. ADVERT CALLING FOR SUBMISSION OF BIDS**

**TENDER NUMBER – SCM/TSW/03/2025-2026: LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS.**

Tenders from suitably accredited service providers are hereby invited to supply Tswelopele Local Municipality with **LEASE AND MAINTENANCE OF BUSINESS MACHINES for Three (3) Years.**

Bids marked for the attention of the Municipal Manager must be submitted in a sealed envelope marked “**Tender Number– “SCM/TSW/03/2025-2026: LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS.”**” must be deposited in the tender box located at Tswelopele Local Municipality no later **28 July 2025, 12H00** at the following physical address: Tswelopele Local Municipality Offices; No. 1 Bosman Street; Civic Centre, Bultfontein; 9670. The above-mentioned tender is not subjected to clarification meeting.

Tender documents are available from e-tender portal [www.etenders.gov.za](http://www.etenders.gov.za) from the **14 July 2025.**

The tenders will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of Tswelopele Local Municipality using 80/20 preference point system in accordance with the Preferential Procurement Regulations, 2022.

Tenders will also be evaluated Stage 1 – Returnables, stage – 2 Functionality, Stage 3 – Price and Specified Goals (80/20)- ( Race, gender, Disability and youth).

Tenders which are late or submitted by facsimile or electronically will not be accepted. Prices quoted must be valid for 90 days from closing date of this tender. The municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender either wholly or a part thereof or to disclose reasons for their decision.

Enquiries can be directed to Mr SG Tsoleli and Mr SS Rabanye during office hours at 051 8531111.

SS Rabanye

Acting Municipal

Manager

Tswelopele Municipality

01 Bosman Street

Civic Centre

Bultfontein 967

MBD1

## PART A INVITATION TO BID

|                                                                                                       |                                                                 |               |              |               |       |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------|--------------|---------------|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b> |                                                                 |               |              |               |       |
| BID NUMBER:                                                                                           | SCM/TSW/03/2025-2026                                            | CLOSING DATE: | 28 July 2025 | CLOSING TIME: | 12:00 |
| DESCRIPTION                                                                                           | LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS. |               |              |               |       |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>     |                                                                 |               |              |               |       |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

|                                                                                        |                                                                                    |  |                                                                   |         |                                                                                        |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|-------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------|
| <b>SUPPLIER INFORMATION</b>                                                            |                                                                                    |  |                                                                   |         |                                                                                        |
| 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: |                                                                                        |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
| TOTAL NUMBER OF ITEMS OFFERED                                                          |                                                                                    |  | TOTAL BID PRICE                                                   |         | R                                                                                      |
| SIGNATURE OF BIDDER                                                                    | .....<br>                                                                          |  | DATE                                                              |         |                                                                                        |
| CAPACITY UNDER WHICH THIS BID IS SIGNED                                                |                                                                                    |  |                                                                   |         |                                                                                        |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                 |                                                                                    |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                  |         |                                                                                        |
| 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 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)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?       | <input type="checkbox"/> YES <input type="checkbox"/> 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: .....

## **T1.2 BID DATA**

The **Standard Conditions of Bid** makes several references to the bid data for details that apply specifically to this bid. The bid data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of bid.

| <b>Clause number</b>                     | <b>Data</b>                                                                                                                                                                                                |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.1.1<br>ACTIONS                         | The Employer is:<br>The Municipal Manager<br>Tswelopele Local Municipality<br>01 Bosman Street<br>Civic Centre<br>Bultfontein<br>9670                                                                      |
| F.2.1 ELIGIBILITY                        | Companies that fit all the requirements of this bid as specified.                                                                                                                                          |
| F.2.7<br>CLARIFICATION MEETING           | None                                                                                                                                                                                                       |
| F.2.12<br>ALTERNATIVE TENDER<br>OFFERS   | <i>No alternative bid is to be accepted!</i>                                                                                                                                                               |
| F.2.13.2<br>SUBMITTING A TENDER<br>OFFER | The <b><u>whole original</u></b> bid document, <b>as issued by the Municipality</b> , shall be submitted. Bids may only be submitted on the Bid documentation issued by the municipality                   |
| F.2.14<br>CLOSING TIME                   | The closing time for submission of bid offers is:<br>Date: <b>28 July 2025</b><br>Time : <b>12H00</b><br>Telephonic, telegraphic, facsimile or e-mailed bid offers will <b>not</b> be accepted.            |
| F.2.15<br>TENDER OFFER VALIDITY          | 1. The employer will have up to 90 days (working days) from the closing date within which to consider submitted bids.<br>2. The successful bidder will have up to 10 days to respond to the service offer. |

| <b>Clause number</b>                        | <b>Data</b>                                                                                           |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------|
| F.1.9<br>INSPECTIONS, TESTS<br>AND ANALYSIS | Access will be provided by the municipality for the inspection of the tenderer's offices if required. |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>F.1.10<br/>CERTIFICATES AND<br/>ATTACHMENTS</p> | <p>The bidder is required to attach the following <b>Valid documents</b> to the tender document:</p> <ol style="list-style-type: none"> <li>Proof of registration on Central Supplier Database [Last verified between the <b>date of advert</b> and the <b>closing date</b>] detailing all compliance requirements of the Bidder;</li> <li>Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached, lease agreement alone will not be accepted</li> <li>A certified copy of a valid COIDA certificate for the bidder</li> <li>Submit the above documents (a to c) for each company if bidding as a joint venture</li> <li>Joint venture, consortium agreements (if applicable).</li> <li>The bidder must attach a valid copy of public liability insurance cover.</li> <li>Bank Rating Code C or higher is a requirement and a disqualification matter. (Municipality will subject the returnable to verification with the bank).</li> </ol> <p><b>Note:</b> Failure to attach the above documents will lead to automatic disqualification from further evaluation</p> |
| <p>F.1.11<br/>OPENING OF BID<br/>SUBMISSIONS</p>   | <p>There will be public opening of bids. The Municipality will publicize the tender opening register on the website: <a href="http://www.tswelopele.gov.za">www.tswelopele.gov.za</a> after the closing date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>F.1.12<br/>TWO-ENVELOPE<br/>SYSTEM</p>          | <p>A two-envelope procedure will <b>not</b> be followed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>F.1.12<br/><br/>ARITHMETICAL<br/>ERRORS</p>     | <ol style="list-style-type: none"> <li>Where there is a discrepancy between the amounts in figures and in words, the amount in figures shall govern.</li> <li>If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, <u>the rate shall govern and the line item total shall be corrected.</u></li> <li>Where there is an error in the total of the prices either as a result of corrections required by this checking process or in the tenderer's addition of</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Clause number</b></p>                        | <p><b>Data</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <p>prices, the total of the prices shall be adjusted to reflect the arithmetically correct summation of corrected line item totals.</p> <p>Consider the rejection of a tender offer if the tenderer does not accept the correction of the arithmetical errors in the manner described above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| F.1.13<br>EVALUATION OF BID<br>OFFERS                 | <p>The preference procedure for evaluation of responsive bid offers shall be the <b>80/20</b> point preference system.</p> <ul style="list-style-type: none"> <li>- where 80 points will be allocated in respect of price</li> <li>- 20 points will be allocated towards targeted goals (black, women, Disability and Youth)</li> <li>- Note: All bids will be evaluated firstly on returnable compliance and functionality before the evaluation on 80/20 point system</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| F.1.14<br>ACCEPTANCE OF BID<br>OFFER                  | <p>Bids containing any one or more of the errors or omissions, or bids not having complied with any one of the required bid conditions shall not be considered and shall automatically be rejected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| F.1.15<br>PROVIDE COPIES OF<br>THE CONTRACTS          | <p>The number of paper copies of the signed contract to be provided by Tswelopele Municipality is <b>one</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| ADDITIONAL<br>CONDITIONS<br>APPLICABLE TO THIS<br>BID | <p>The additional conditions of bid are:</p> <ol style="list-style-type: none"> <li>1 The Employer may also request that the bidder provide written evidence on the adequacy of financial, labour and other resources for carrying out the contract.</li> <li>2 <b><i>The Municipal shall confirm validity of all functionality documents attached with relevant person indicated, we may require Previous Purchase Orders or previous payments from the reference contact person indicated in the returnable claiming functionality points. It will take 3 attempts for the Municipality to do so if the committee fails to confirm the validity of the returnable from the reference contact person such returnable will not be awarded a point.</i></b></li> <li>3 The Employer reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any bidder. The bidder shall provide all reasonable assistance in such investigations.</li> <li>4 The bidder shall be required to complete the Form of Offer and Acceptance (C1.1) and Bills of Quantity for all the regions as specified in the tender document.</li> <li>5 The bid document shall be submitted as a whole and <b>not</b> in parts.</li> <li>6 <b>List of returnable documents (PART T2) must be completed in full.</b> (i.e.: A bidder's company profile <b>will not</b> be used by the TLM to complete PART T2 on behalf of the bidder)</li> </ol> <p><b>NB: If PART T2 is not completed in full by the bidder, the offer will be rejected.</b></p> |

## **F.1 General**

### **F.1.1 Actions**

The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly with openness and transparency.

### **F.1.2 Tender Documents**

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

### **F.1.3 Interpretation**

F.1.3.1. the tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2. these conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling of expressions of interest, the following definitions apply:

- a) Comparative offer means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- c) Fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

### **F.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

### **F.1.5 The employer's right to accept or reject any tender offer**

F.1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

F.1.5.2 The employer may not, subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of three months.

## **F2 Tenderer's obligations**

### **F21 Eligibility**

Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his/ her principals, is not under any restriction to do business with the employer.

### **F22 Cost of tendering**

Accept that the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer to satisfy requirements.

It is a term of this bid that the employer is indemnified from any liability arising or accruing from expenses or damages or losses incurred by the bidder including in the event the employer opts to cancel or discontinue the bidding process of this tender.

### **F23 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### **F24 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **F25 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

### **F26 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

### **F27 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing date stated in the tender data.

## **F28 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is required to seek adequate cover for covering liability that may ensue during the contract term.

## **F29 Pricing the tender offer**

F29.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes, Value Added Tax (VAT), and other levies payable to the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

F29.2 Provide rates and prices that are fixed for the duration of the contract (36 months) inclusive of applicable projected escalation as provided for in the conditions of contract identified in the contract data and not subject to any further adjustment; payable on a monthly basis.

F29.3 State the rates and prices in South African Rand only.

**F29.4 The municipality has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract**

## **F210 Alterations to documents**

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

## **F211 Alternative tender offers**

F211.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements of the tenderer proposes.

F211.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

## **F212 Submitting a tender offer**

F212.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F212.2 Return all returnable documents to the employer after completing them in their entirety.

F212.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English.

F2.124 Sign the original copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state; which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F2.125 Seal the original package marking the package as "ORIGINAL"

F2.126 Seal the original tender offer package in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F2.127 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

### **F2.13 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, will be regarded by the employer as non-responsive.

### **F2.14 Closing Time**

F2.14.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept tender offers submitted by telegraph, facsimile or e-mail.

F2.14.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

### **F2.15 Tender Offer Validity**

F2.15.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F2.15.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

F2.15.3 The contract will be valid for a period ending 30 June 2027.

It would be expected of the successful Service Provider to assume duty upon appointment on the date to be determined by the municipality.

### **F2.16 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (Or both).

No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

**Note: Sub-clause F.2.16 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.**

#### **F217 Provide other material**

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

#### **F218 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

#### **F219 Submit securities, bonds, policies, etc.**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

#### **F220 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

#### **F221 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within twenty eight (28) days after the expiry of the validity period stated in the tender data.

#### **F222 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

### **F3 The employer's undertakings**

#### **F3.1 Respond to clarification**

Respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

#### **F3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven

(7) days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

### **F.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

### **F.3.4 Opening of tender submissions**

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

### **F.3.5 Two-envelope system**

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

### **F.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **F.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **F.3.8 Test for responsiveness**

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a. Complies with the requirements of these Conditions of Tender,
- b. Has been properly and fully completed and signed, and
- c. Is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a. Detrimentially affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b. Change the Employer's or the tenderer's risks and responsibilities under the contract,
- c. Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

### **F.3.9 Arithmetical errors**

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in figures shall govern.
- b. If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the rate shall govern and the total shall be corrected.
- c. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the rate shall govern and the tenderer will be asked to revise selected item prices to achieve the tendered total of the prices.

F.3.9.2 Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his/ her arithmetical errors in the manner described in F.3.9.1.

### **F.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **F.3.11 EVALUATION METHODOLOGY**

- a. In addition to all items highlighted under Page 2 titled **“Very Important Notice on Disqualifications”**, the tenders will be evaluated in terms of the Municipality Supply Chain Management policy, Preferential Procurement Framework Act (Act 5 of 2000) and its regulations as enacted in 2001.
- b. Tenders will be evaluated using the 80/20 points allocation system. The total points out of a possible maximum of 100 will be calculated using various formulae to calculate price as well as for preferential procurement.

### **F.3.13 Acceptance of tender offer**

F.3.13.1 Accept tender offer only if the tenderer complies with the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful tenderer of the employer's acceptance of his/her tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.

### **F.3.14 Notice to unsuccessful tenderers**

After the successful tenderer has acknowledged the employer's notice of acceptance, the employer will publicise a list of successful bidders on the municipal website

### **F.3.14 Municipality's right to accept or reject any or all Bids**

*The municipality reserves the right to:*

- Accept or reject any bid;
- Annul the tender process and reject all bids at any time prior to contract award;
- Award the contract to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.
- Accept one or more bids submissions.
- Reject all bids submitted.
- Request further information from any bidder after the closing date.
- Cancel this bid or any part thereof any time, or
- Award this bid or any part thereof to any one or more bidders.
- Vary the number of machines due to operational or budgetary requirements.

### **F.3.15. Prepare contract documents**

Revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- **addenda issued during the tender period,**
- **inclusion of the returnable documents,**
- **other revisions agreed between the employer and the successful tenderer,**  
**and**
- **the schedule of deviations attached to the form of offer and acceptance, if any.**

#### **F.3.16 Issue final contract**

Prepare and issue the final draft of contract documents to the successful tenderer for acceptance within fourteen (14) days after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the tenderer to submit, after acceptance by the employer, shall be included.

#### **F.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

### **3. List of attachments required for Evaluation Purposes**

- a. Proof of registration on Central Supplier Database [Last verified between the **date of advert** and the **closing date**] detailing all compliance requirements of the Bidder;
- b. SARS Pin to be attached – the Municipality will be verifying the tax status of the bidder on closing date of the tender
- c. Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached, lease agreement alone will not be accepted.
- d. A certified copy of a valid COIDA certificate for the bidder
- e. Submit the above documents (a to c) for each company if bidding as a joint venture
- f. Joint venture, consortium agreements (if applicable).
- g. The bidder must attach a valid copy of public liability insurance cover.
- h. Bank Rating Code C or higher is a requirement and a disqualification matter.
- i. (Municipality will subject the returnable to verification with the bank).

### **3. EVALUATION METHODOLOGY**

#### **Stages of Evaluation**

#### ☐ Guidelines for Evaluation using the Points method

- a. Score sheets will be prepared and provided to evaluation committee members to evaluate the bids.
- b. The score sheet should contain all the criteria for points as well as the values to be applied for evaluation as indicated in the bid documents.
- c. Each evaluation Committee member should after thorough evaluation independently award his / her own value to each individual points.
- d. Score sheets should be signed by evaluation committee members and if necessary, written motivation may be requested from evaluation committee members where vast discrepancies in the values awarded for each point exist.
- e. If the minimum qualifying score for functionality is indicated as points in the bid documents, the points scored for functionality may be calculated as follows:
  - i. The scores for each point should be added to obtain the total score; and

**ii.** The following formula should be used for the total score for functionality:

Ps = Points

### Stage 1: Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 70 Points of the total points (rounded to the nearest decimal point) for functionality (quality of service) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specified Goals).

| Criteria                                                                                                                                                                                                                                                                                                               | Rating                                                                                                                                                                                                                | Points Maximum |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Company Experience: Personnel                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                       |                |
| CV of Qualified Printer Technician Qualification)– Bidders must supply/attached evidence                                                                                                                                                                                                                               | 5 years' experience as Printer Technician =10 Points<br><br>10 years' experience as Printer Technician =15 points<br><br>15 years' experience as Printer Technician = 20 points<br><br>No qualifications attached = 0 | 20             |
| Project Implementation schedule                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                       | 5              |
| Provide a detailed Operational Plan/Work Methodology on how Photocopiers will be maintained including the call out times for both normal and emergencies                                                                                                                                                               | Detailed Plan = 5<br>Average plan = 3<br>No plan attached = 0                                                                                                                                                         | 5              |
| Business Fleet                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                       |                |
| Provide a maximum of 2 vehicles owned by the company and their certified copies of Registration Certificates and Valid License Discs. If the vehicles will be leased, attach letter of Intent to Lease accompanied by an Undertaking by the prospective Lessor with registration certificates and valid license discs) | 2x Vehicles = 5<br><br>1 x Vehicle=3                                                                                                                                                                                  |                |
| Company Experience                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                       | 40             |
| Bidder must provide a list of no less than (3)appointment letters from authorities that they leased and maintained business machines ( preferably government institution (this returnables will be subjected to verification e.g. request for Purchase orders and reference                                            | 5 x Appointment letters and reference letter or Purchase Orders and reference letters= 40<br>4x Appointment letters and reference letter or Purchase Orders and reference letters = 30                                |                |

|                                                                                                                    |                                                                                                                                                                                               |           |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| letters or appointment letters and reference letters                                                               | 3x Appointment letters and reference letter or Purchase Orders and reference letters =20<br>Less than 3 Appointment letters and reference letters or Purchase Orders and reference letters =0 |           |
| <b>Financial Capability</b>                                                                                        |                                                                                                                                                                                               | <b>30</b> |
| <b>Attach Bank Rating of C or higher</b><br>( Bidder must be aware that we only accept a bank stamped Bank rating) | <b>Bank Rating A= 30</b><br><b>Bank Rating B= 20</b><br><b>Bank Rating C =10</b>                                                                                                              |           |
| <b>Total functionality Score</b>                                                                                   | <b>100</b>                                                                                                                                                                                    |           |

## Stage 2: Evaluation on Price and Specified goals 80/20

### 2.1 Financial offer and evaluation on price points

- Score Bid evaluation points for financial offer.
- Confirm that Bidders are eligible for the Specific Goals claimed, and if so, score Bid evaluation points for specific Goals.
- Calculate total Bid evaluation points (Price points plus specified goals points)
- Rank Bid offers from the highest number of Bid evaluation points to the lowest.
- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- Points scored must be rounded off to the nearest 2 decimal places.
- In the event that two or more bids have scored equal total points, the successful bids must be the one scoring the highest number of preference points for Specific goals Points
- However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for specific Goals, the successful bid must be the one scoring the highest score for functionality.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 2.2 Price formula

$$N_p = \frac{80[1 - (P_t - P_{min})]}{P_{min}}$$

- Where:  $N_p$  = the number of bid/tender adjudication points awarded for price.
- $P_t$  = the bid/tender sum (corrected if applicable) of the responsive bid under consideration.
- $P_{min}$  = the bid/tender sum (corrected if applicable) of the lowest responsive tender/bid.

### 2.3 Scoring for Specific Goals

Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million.

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race:**

| Black-owned                    | Number of points on 80/20 points system | Number of points on 90/10 points system | Required Proof         |
|--------------------------------|-----------------------------------------|-----------------------------------------|------------------------|
| 51-100% Black-owned enterprise | 8                                       | 3                                       | CSD Report and ID Copy |
| 41-50% Black-owned enterprise  | 6                                       | 2                                       | CSD Report and ID Copy |
| 31-40% Black-owned enterprise  | 4                                       | 1                                       | CSD Report and ID Copy |
| 21-30% Black-owned enterprise  | 2                                       | 0                                       | CSD Report and ID Copy |
| 0-20% Black-owned enterprise   | 1                                       | 0                                       | CSD Report and ID Copy |

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of gender:**

| Women-owned                    | Number of points on 80/20 points system | Number of points on 90/10 points system | Required Proof         |
|--------------------------------|-----------------------------------------|-----------------------------------------|------------------------|
| 51-100% Women-owned enterprise | 4                                       | 3                                       | CSD Report and ID Copy |
| 31-50% Women-owned enterprise  | 3                                       | 1                                       | CSD Report and ID Copy |
| 11-29% Women-owned enterprise  | 2                                       | 1                                       | CSD Report and ID Copy |
| 1-10% Women-owned enterprise   | 1                                       | 1                                       | CSD Report and ID Copy |

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of disability:**

| Disability-owned                  | Number of points on 80/20 points system | Number of points on 90/10 points system | Required Proof                              |
|-----------------------------------|-----------------------------------------|-----------------------------------------|---------------------------------------------|
| 51-100% Disabled-owned enterprise | 4                                       | 2                                       | ID Copy, CSD Report and medical certificate |
| 31-50% Disabled-owned enterprise  | 3                                       | 1                                       | ID Copy, CSD Report and medical certificate |
| 11-29% Disabled-owned enterprise  | 2                                       | 1                                       | ID Copy, CSD Report and medical certificate |
| 1-10% Disabled-owned enterprise   | 1                                       | 0                                       | ID Copy, CSD Report and medical certificate |

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of youth:**

| Youth-owned                    | Number of points on 80/20 points system | Number of points on 90/10 points system | Required Proof         |
|--------------------------------|-----------------------------------------|-----------------------------------------|------------------------|
| 51-100% Youth-owned enterprise | 4                                       | 2                                       | CSD Report and ID Copy |
| 31-50% Youth-owned enterprise  | 3                                       | 1                                       | CSD Report and ID Copy |
| 11-29% Youth-owned enterprise  | 2                                       | 1                                       | CSD Report and ID Copy |
| 1-10% Youth-owned enterprise   | 0                                       | 0                                       | CSD Report and ID Copy |

**SCM/TSW/03/2025-2026: LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS.**

**PART T2 LIST OF RETURNABLE DOCUMENTS**

*The bidder must complete the following returnable documents.*

- T2.1 RETURNABLE SCHEDULES REQUIRED FOR BID  
EVALUATION PURPOSES .....
- T2.2 OTHER DOCUMENTS REQUIRED FOR BID  
EVALUATION PURPOSES .....
- T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED  
IN THE CONTRACT .....
- T2.4 OTHER DOCUMENTS THAT WILL BE INCLUDED IN  
THE CONTRACT .....

**NOTE:**

Although the documents under Part T2 is headed "Returnable Documents" in line with the CIDB model, these are not the only documents to be returned together with the bid. **All** the documents indicated on Part T1 must be completed and signed where applicable and submitted as a **complete set of documents**.

## **T2.1     RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES**

### **CONTENTS**

FORM 2.1.1: SCHEDULE OF EQUIPMENTS REQUIRED FOR THE CONTRACT

FORM 2.1.2: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

FORM 2.1.3: PROPOSED KEY PERSONNEL

FORM 2.1.4: SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

FORM 2.1.5: AUTHORITY FOR SIGNATORY

FORM 2.1.6: SCHEDULE OF PROPOSED SUB-CONTRACTORS

FORM 2.1.7: FINANCIAL REFERENCES

FORM 2.1.8 DETAILS OF ALTERNATIVE BIDS SUBMITTED

FORM 2.1.9 AMENDMENTS & QUALIFICATIONS BY BIDDER

**FORM 2.1.1 SCHEDULE OF EQUIPMENTS REQUIRED FOR THE CONTRACT**

The Bidder shall state below what Equipment will be available for the work should they be awarded the Contract.

| DESCRIPTION                                                               | SIZE/DESCRIPTION | QUANTITY |
|---------------------------------------------------------------------------|------------------|----------|
| 1. Call out Vehicles [ownership papers for all vehicles must be attached] |                  |          |
| 2. Other: Specify                                                         |                  |          |
|                                                                           |                  |          |
|                                                                           |                  |          |

**FORM 2.1.2 SIZE OF ENTERPRISE AND CURRENT WORKLOAD**  
**[please attach Annual report for the Previous financial year]**

- a) Total Turnover in the previous financial year? R\_\_\_\_\_
- b) Estimated turnover for current financial year? R\_\_\_\_\_

**Physical facilities: Provide information on Company offices/Premises**

| Description | Address | Area (m²) |
|-------------|---------|-----------|
|             |         |           |
|             |         |           |
|             |         |           |
|             |         |           |
|             |         |           |

**List current contracts and obligations [maximum]:**

| Description | Location | Value (R) | Start date | Expected completion date |
|-------------|----------|-----------|------------|--------------------------|
|             |          |           |            |                          |
|             |          |           |            |                          |

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**FORM 2.1.3      PROPOSED KEY PERSONNEL**

The Bidder shall list below the key personnel (including first nominee and the second choice alternate), whom he proposes to employ on the project should his Bid be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

| DESIGNATION                                    | INITIALS & SURNAME | HIGHEST QUALIFICATION | EXPERIENCE [NO OF YEARS] |
|------------------------------------------------|--------------------|-----------------------|--------------------------|
| <b><u>HEADQUARTERS</u></b><br>Partner/director |                    |                       |                          |
|                                                |                    |                       |                          |
|                                                |                    |                       |                          |
|                                                |                    |                       |                          |
| <b>Project Manager (s)</b>                     |                    |                       |                          |
|                                                |                    |                       |                          |
|                                                |                    |                       |                          |
|                                                |                    |                       |                          |
|                                                |                    |                       |                          |

**FORM 2.1.4      SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER**

Provide the following information on **relevant previous experience [Business Machines]**. Indicate comparable projects of similar or larger size. This information is material to the award of the Contract.  
**Give names and telephone numbers and e-mail address per reference. Please provide latest contact details.**

| CLIENT NAME AND PLACE WHERE PROJECT WASIMPLEMENTED | TEL NO, FAX NO, EMAIL | DESCRIPTION OF WORK | CONTRACT VALUE (R) | CONTRACT PERIOD |
|----------------------------------------------------|-----------------------|---------------------|--------------------|-----------------|
|                                                    |                       |                     |                    |                 |

[illegible]

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**FORM 2.1.5**      **AUTHORITY FOR SIGNATORY**

All signatories, **including sole proprietors**, shall confirm their authority by **attaching to this bid** a duly signed and **dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

**FORM 2.1.6      SCHEDULE OF      PROPOSED SUB-CONTRACTORS (PLEASE WRITE N/A IF NO  
SUBCONTRACTOR WILL BE USED)**

Provide details on all sub-contractors you intend utilising for this contract

| <b>Type of work to<br/>be used for</b>  | <b>a<br/><br/>% of<br/>contract</b> | <b>Name of<br/>subcontractor</b>        | <b>b<br/><br/>% HDI<br/>ownership</b> | <b>c = a x b<br/><br/>Total<br/>contribution to<br/>HDI ownership</b> |
|-----------------------------------------|-------------------------------------|-----------------------------------------|---------------------------------------|-----------------------------------------------------------------------|
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
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|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
|                                         |                                     |                                         |                                       |                                                                       |
| Total % of<br>contract<br>subcontracted |                                     | Total contribution of HDI<br>ownership: |                                       |                                                                       |

**FORM 2.1.7 FINANCIAL REFERENCES**

**FINANCIAL STATEMENTS (delete which is not applicable)**

I/We \_\_\_\_\_ (name of authorized representative

Confirm that we have attached a three (3) year audited copy of financial statements together with my/our Directors' and Auditors' report.

**DETAILS OF BIDDING ENTITY'S BANK**

If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner.

I/ We hereby authorise the Employer to approach all or any of the following banks for the purposes of obtaining a financial reference:

| DESCRIPTION OF BANK DETAIL             | BANK DETAILS APPLICABLE TO BIDDER |
|----------------------------------------|-----------------------------------|
| Name of bank                           |                                   |
| Contact person                         |                                   |
| Branch name & code                     |                                   |
| Street address                         |                                   |
| Bank Telephone number                  | (     )                           |
| Account number                         |                                   |
| Type of account, (i.e. cheque account) |                                   |

*Attach Bank letter with Company Bank Rating*

**FORM 2.1.8 DETAILS OF ALTERNATIVE BIDS SUBMITTED**

See condition of bid.

See condition of bid  
Attach additional information on a separate sheets and initial all of them

| PAGE | DESCRIPTION |
|------|-------------|
|      |             |

**SCM/TSW/03/2025-2026: LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS.**

**T2.2 OTHER DOCUMENTS REQUIRED FOR BID EVALUATION PURPOSES**

**CONTENTS**

FORM 2.2.1 DECLARATION

FORM 2.2.2 DECLARATION OF INTEREST

FORM 2.2.3 CERTIFICATION

FORM 2.2.4 MBD 9

**FORM 2.2.1 DECLARATION:**

I/ We, the undersigned:

- (a) Bid to provide to TSWELOPELE LOCAL MUNICIPALITY (TLM) Business machines at all municipal premises/facilities described both in this and the other Schedules to this Contract to which I shall annex my signature;
- (b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding execution of duties;
- (c) Further agree to be bound by those conditions, set out in, "PARTS T1; T2; C1; C2; and C3", attached hereto, should this bid be accepted;
- (d) Confirm that this bid may only be accepted by Tswelopele Local Municipality by way of a duly authorised Letter of Acceptance within fourteen (14) days from the date of appointment;
- (e) Declare that we are fully acquainted with the Bid document and Schedules and the contents thereof and that we have signed the Bill of Quantities and completed the Returnable Schedules and declarations, attached hereto;
- (f) Declare that all amendments to the bid document have been initialled by the relevant authorised person and that the document constitutes a proper contract between TLM and the undersigned;
- (g) Certify that the item/s mentioned in the bid document, qualifies/qualify for the preference(s) shown.
- (h) Acknowledge that the information furnished is true and correct;
- (i) Accept that in the event of the contract being awarded as a result of preference claimed in this bid document, I may be required to furnish documentary proof to the satisfaction of TLM that the claims are correct. If the claims are found to be inflated, TLM may in addition to any other remedy it may have, recover from the company or me all costs, losses or damages incurred or sustained by TLM as a result of the award of the contract and/or cancel the contract and claim any damages which TLM may suffer by having to make less favourable arrangements after such cancellation;

- (j) Declare that no municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three (3) months; and
- (k) Declare that I have not failed to perform satisfactorily during the last five (5) years on a previous contract with the Municipality, Municipal entity or any other organ of state, after written notice was given to me that my performance was not satisfactory.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

Name of Bidding Entity: \_\_\_\_\_

Date: \_\_\_\_\_

Sign as witness: \_\_\_\_\_

### **FORM 2.2.2 DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state including in instances of non-directors of the entity and also those who may be sub-contracting.
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 and/or take an oath declaring his/her interest.
- 3 In order to give effect to the above, the following questionnaire must be completed with honesty and submitted with the bid.

Full Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Tax Number: \_\_\_\_\_

VAT Number: \_\_\_\_\_

3.1 Are you presently in the service of the state<sup>□</sup> YES / NO \_\_\_\_\_

If yes, furnish particulars \_\_\_\_\_

3.2 Have you been in the service of the state for the past twelve (12) months? YES /NO

If yes, furnish particulars \_\_\_\_\_

3.3 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 \_\_\_\_\_

If yes, furnish particulars \_\_\_\_\_

☐ SCM 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.

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

If yes, furnish particulars \_\_\_\_\_

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

If yes, furnish particulars \_\_\_\_\_

### **FORM 2.2.3 CERTIFICATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_ CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. THAT ANY MISREPRESENTATION OF INFORMATION MAY LEAD TO IMMEDIATE CANCELLATION OF THE AGREEMENT.

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

SHOULD THE INFORMATION REQUIRED ON THIS FORM NOT DULY BE SUPPLIED, THIS BID WILL BE AUTOMATICALLY REJECTED.

Signature

Date

Position

Company Name

### **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                                     |        |
| SPECIFIC GOALS                            |        |
| 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:

**80/20**

**or**

**90/10**

$$PPPP = 8888 \frac{11}{10} - \frac{PPPP-PP}{PP} \frac{11}{10} \text{ or } PPPP = 9988 \frac{11}{10} - \frac{PPPP-PP}{PP} \frac{11}{10}$$

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:

$$PPPP = 8888 \frac{11}{10} + \frac{PPPP-PP}{PP} \frac{11}{10} \text{ or } PPPP = 9988 \frac{11}{10} + \frac{PPPP-PP}{PP} \frac{11}{10}$$

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)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |

#### **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 forward the matter for criminal prosecution, if deemed necessary.

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 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?<br><b>(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).</b><br><br>The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) 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)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                             | 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 outside of the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes | No |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |

|       |                                                                                                                                                                   |     |    |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes | No |
| 4.4.1 | If so, furnish particulars:                                                                                                                                       |     |    |

**MBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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**

**FORM 2.2.4 CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- a) This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- b) 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- c) Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - i. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - ii. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- d) 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.
- e) In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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: TSWELOPELE LOCAL MUNICIPALITY

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

I certify, on behalf of

(Name of Bidder)

that:

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:
  - has been requested to submit a bid in response to this bid invitation;
  - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - 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 consortium<sup>3</sup> 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 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.

**<sup>3</sup> 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**

**Company Name**

**SCM/TSW/03/2025-2026 – LEASE AND MAITENANCE OF BUSINESS MACHINESS FOR THREE (3) YEARS.**

**T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED IN THE CONTRACT**

**FORM 2.3.1 RECORD OF ADDENDA TO BID DOCUMENTS**

We confirm that the following communications received from the Procuring Department before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer:

|   | Date | Title or Details |
|---|------|------------------|
| 1 |      |                  |
| 2 |      |                  |
| 3 |      |                  |
| 4 |      |                  |
| 5 |      |                  |

Attach additional pages if more space is required.

Signature of Authorized person: \_\_\_\_\_ Date:\_\_\_\_\_

Name of authorized person:\_\_\_\_\_ Position: \_\_\_\_\_

**SCM/TSW/03/2025-2026 - LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS.**

**PART C1 PRICING DATA**

C1.1 PRICING INSTRUCTIONS

C1.2 BILL OF QUANTITIES

C1.3 PRICING STRUCTURE

## **C1.1 PRICING INSTRUCTIONS**

- 1 The General Conditions of Contract, the Contract Data, the Specifications (including the Project Specifications) and the Drawings shall be read in conjunction with the Bill of Quantities.
- 2 The Bill comprises items covering the Contractor's profit and costs of general liabilities and of the construction of Temporary and Permanent Works.

Although the Bidder is at liberty to insert a rate of his own choosing for each item in the Bill, he should note the fact that the Contractor is entitled, under various circumstances, to payment for additional work carried out.

Clause 8 of each Standardized Specification, and the measurement and payment clause of each Particular Specification, read together with the relevant clauses of the Project Specifications, all set out which ancillary or associated activities are included in the rates for the specified operations.

- 3 Descriptions in the Bill of Quantities are abbreviated and may differ from those in the Standardized and Project Specifications. No consideration will be given to any claim by the Company submitted on such a basis. Should any requirement of the measurement and payment clause of the appropriate Standardized or Project Specification(s) be contrary to the terms of the Bill the requirement of the appropriate Standardized, Project, or Particular Specification as the case may be, shall prevail.
- 4 Unless stated to the contrary, items are measured net in accordance with the sites without any allowance having been made for waste.
- 5 The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the Lease and Maintenance of Business Machines in identified sites, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Bid is based.
- 6 The quantities set out in the schedule of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the schedule of quantities, will be used to determine payments to the contractor.
- 7 An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.

The Bidder shall also fill in a rate against the items where the words "rate only" appear in the amount column. Although no work is foreseen under these items and no quantities are consequently given in the quantity column, the stated rates shall apply should work under these items actually be required.

Should the Bidder group a number of items together and bid one sum for such group of items, the single stated sum shall apply to that group of items and not to each individual item, or should he indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed to be nil.

The stated rates, prices and sums shall, subject only to the provisions of the Conditions of Contract, remain valid irrespective of any change in the quantities during the execution of the Contract.

Rates quoted are fixed and quoted in ZAR currency; and shall not in any way be affected by rand/dollar exchange rate or any currency.

8 The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Contractor. The validity of the Contract shall in no way be affected by differences between the quantities in the Bill of Quantities and the quantities certified for payment.

9 For the purposes of this Bill of Quantities, the following words shall have the meanings hereby assigned to them:

Unit : The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications

Quantity : The number of units of work for each item

Rate : The payment per unit of work at which the Bidder bids to do the work. Should be quoted in ZAR currency only

Amount : The quantity of an item multiplied by the bidder's rate of the (same) item. Should be quoted in ZAR currency only

Sum : An amount bid for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units. Should be quoted in ZAR currency only

10 The units of measurement indicated in the Bill of Quantities are metric units. The following abbreviations may appear in the Bill of Quantities:

No = No

% = Percentage

Prov Sum = Provisional Sum

## **C1.2 Bill of Quantities**

### **1. PROJECT LOCATION**

#### **1.1 Tswelopele Local Municipality Hoopstad Office**

- 1x High Volume Mono MFP with booklet Finisher – Finance Section

#### **1.2 Tswelopele Local Municipality Administrative Office (Bultfontein)**

- Community Services – Mid Volume A3/A4 Mono Multifunction Printer
- Corporate Services – Mid Volume A3/A4 Colour Multifunction Printer
- Corporate Services - High Speed A3/A4 Colour Multifunction Printer
- Finance - High Volume Mono MFP with booklet Finisher
- Supply Chain Office - High Speed A3/A4 Colour Multifunction Printers

#### **1.3 Technical Office ( Bultfontein)**

- High Speed A3/A4 Colour Multifunction Printer

**N.B:** It must be noted that TSWELOPELE Municipality has the right to either subtract or add other facilities subsequent to an agreement with the winning service providers during the subsistence of the agreement.

### **C1.3 Pricing Structure**

| NO. | MUNICIPAL PREMISES                                                            | QUANTITY | UNIT<br>FIXED<br>RENTAL<br>PRICE | VAT | TOTAL PRICE<br>PER MONTH |
|-----|-------------------------------------------------------------------------------|----------|----------------------------------|-----|--------------------------|
| 1.  | High Volume Mono<br>MFP with booklet<br>Finisher – Finance<br>Section         | 1        |                                  |     |                          |
| 2.  | Community<br>Services – Mid<br>Volume A3/A4 Mono<br>Multifunction Printer     | 1        |                                  |     |                          |
| 3.  | Corporate Services<br>– Mid Volume A3/A4<br>Colour Multifunction<br>Printer   | 1        |                                  |     |                          |
| 4.  | Corporate Services -<br>High Speed A3/A4<br>Colour Multifunction<br>Printer   | 1        |                                  |     |                          |
| 5.  | Finance - High Volume Mono<br>MFP with booklet Finisher                       | 1        |                                  |     |                          |
| 6.  | Supply Chain Office<br>- High Speed A3/A4<br>Colour Multifunction<br>Printers | 1        |                                  |     |                          |
| 7.  | High Speed A3/A4<br>Colour Multifunction<br>Printer                           | 1        |                                  |     |                          |
|     | MONTHLY SUB TOTAL (ALL SITES)                                                 |          |                                  |     |                          |
|     | VAT AT 15% (IF REGISTERED FOR VAT)                                            |          |                                  |     |                          |

|  |                                                  |  |  |
|--|--------------------------------------------------|--|--|
|  | TOTAL MONTHLY COST ALL SITES (INCL. VAT): YEAR 1 |  |  |
|--|--------------------------------------------------|--|--|

Escalation percentage \_\_\_\_\_

| CALCULATION OF TOTAL COST : TSWELOPELE LOCAL MUNICIPALITY (FIXED RENTAL) |                                                                                             |                                                                                   |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| YEAR 1 (vat inclusive)<br>[TOTAL MONTHLY COST MULTIPLY BY 12]<br>⏴       | YEAR 2 (including escalation)<br>(YEAR 1 INCL. VAT) MULTIPLY BY ESCALATION PERCENTAGE)<br>⏴ | YEAR 3 (including escalation)<br>(YEAR 2) MULTIPLY BY ESCALATION PERCENTAGE)<br>⏴ |
| R                                                                        | R                                                                                           | R                                                                                 |
| * MONTHLY FEES ⏴                                                         | R                                                                                           | R                                                                                 |

\*Monthly fees for year 2 & 3 is calculated as follows: Total Annual cost divided by 12

|                                                                  |   |
|------------------------------------------------------------------|---|
| TOTAL AMOUNT FOR TSWELOPELE EAST<br>= (YEAR 1 + YEAR 2 + YEAR 3) | R |
|------------------------------------------------------------------|---|

PART C2: SCOPE OF WORK.....

C.2.1 DESCRIPTION OF WORK//SCHEDULE OF ACTIVITIES

## **C.2.1 DESCRIPTION OF WORK**

### **C2.1.2 Scope of Work**

a) The following Business Machines to be provided:

i. Photocopiers

- 2 x High volume A3/A4 Mono MFP with booklet Finisher
- 1x MID Volume A3/A4 Mono Multifunction Printer
- 1x MID Volume A3/A4 Colour Multifunction Printer
- 3x High Speed A3/A4 Colour Multifunction Printer

ii. Server :

- Windows Server
- Print Software server

iii. **Call Out:** The bidder must be able to handle emergency call out and normal call out

## **PART C3 AGREEMENT AND CONTRACT DATA**

### C3.1 FORM OF OFFER AND ACCEPTANCE

C3.2 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993  
(ACT NO 85 OF 1993)

C3.3 CERTIFICATE OF AUTHORITY FOR SIGNATORY TO AGREEMENT IN TERMS OF  
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

**C3.1 FORM OF OFFER AND ACCEPTANCE [THIS SECTION MUST BE COMPLETED AFTER APPOINTMENT]**

**FORM OF OFFER AND ACCEPTANCE (AGREEMENT)**

**1. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **SCM/TSW/03/2025-2026 LEASE AND MAINTENANCE OF BUSINESS MACHINES FOR THREE (3) YEARS**. The Bidder, identified in the Offer signature block below, has examined the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS FOR THIRTY SIX (36) MONTHS**

Rand (in words);

R (in figures),

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Bid Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE BIDDER:**

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

Company Name \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

#### **4. ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder's Offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract, are contained in

Part C1     Pricing Data

Part C2     Scope of Work

Part C3     Agreements and Contract Data, (which includes this Agreement)

AND Documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Bid Data and any addenda thereto listed in the Bid Schedules as well as any changes to the terms of the Offer agreed by the Bidder and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Bidder shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Bidder (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

#### **FOR THE EMPLOYER: TSWELOPELE LOCAL MUNICIPALITY**

Signature(s) \_\_\_\_\_

Name \_\_\_\_\_

Capacity \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2. SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the bid documents issued by the Employer prior to the bid closing date is limited to those permitted in terms of the Conditions of Bid.
2. A Bidder's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the bid documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the bid documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

**1 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**2 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**3 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**4 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**5 Subject** \_\_\_\_\_

Details \_\_\_\_\_

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Bidder agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE BIDDER:**

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

(Bidder's Name) \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**FOR THE EMPLOYER: TSWELOPELE LOCAL MUNICIPALITY**

Signature(s) \_\_\_\_\_

Name \_\_\_\_\_

Capacity \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**C3.2 AGREEMENT IN TERMS OF THE OCUPATIONAL HEALTH AND SAFETY ACT, 1993**  
**(ACT NO 85 OF 1993)**

THIS AGREEMENT made at \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Between **TSWELOPELELOCAL MUNICIPALITY** (hereinafter called "the  
**Employer**") herein represented by \_\_\_\_\_

In his/her capacity as \_\_\_\_\_

And

(Hereinafter called "the Mandatory") of the other part, herein represented by

In his/her capacity as \_\_\_\_\_

WHEREAS the Employer is desirous that certain works be undertaken as per this contract:

and has accepted a Bid by the Mandatory for the provision of such services and whereas the Employer and the Mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatory with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 The Mandatory shall execute the work in accordance with the Contract Documents pertaining to this Contract.
- 2 This Agreement shall hold good from its Commencement Date, which shall be the date of a written notice from the Employer or Employer's representative requiring him to commence the execution of the Works, to either
  - (a) the date of the Final Approval Certificate issued
  - (b) the date of termination of the Contract
- 3 The Mandatory declares himself/herself to be conversant with the following:
  - (a) All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of The Act:
    - (i) Section 8 : General duties of employers to their employees;
    - (ii) Section 9 : General duties of employers and self-employed persons to persons other than employees;
    - (iii) Section 37 : Acts or omissions by employees or mandataries, and
    - (iv) Subsection 37(2) relating to the purpose and meaning of this Agreement.
  - (b) The procedures and safety rules of the Employer as pertaining to the Mandatory and to all his subcontractors.

- 3 The Mandatory is responsible for the compliance with the Act by all his subcontractors, whether or not selected and/or approved by the Employer.
- 4 The Mandatory warrants that all his/her and his/her subcontractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 which cover shall remain in force whilst any such workmen are present on site. A letter of good standing from the Compensation Commissioner to this effect must be produced to the Employer upon signature of the agreement.
- 5 The Mandatory undertakes to ensure that he and/or subcontractors and/or their respective employers will at all times comply with the following conditions:
- (a) The Mandatory shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act. The Mandatory shall not delegate any duty in terms of Section 16.2 of this Act without the prior written approval of the Employer. If the Mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the Employer.
  - (b) All incidents referred to in the Act shall be reported by the Mandatory to the Department of Labour as well as to the Employer. The Employer will further be provided with copies of all written documentation relating to any incident.
  - (c) The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of section 32 of the Act into any incident involving the Mandatory and/or his employees and/or his subcontractors.
- 6 In witness thereof the parties hereto have set their signatures hereon in the presence of the subscribing witnesses:

**SIGNED FOR AND ON BEHALF OF THE EMPLOYER:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DESIGNATION \_\_\_\_\_ DATE \_\_\_\_\_

**SIGNED FOR AND ON BEHALF OF THE MANDATORY:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DESIGNATION \_\_\_\_\_ DATE \_\_\_\_\_

**C3.3 CERTIFICATE OF AUTHORITY FOR SIGNATORY TO AGREEMENT IN TERMS OF OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)**

The signatory for the company that is the Contractor in terms of the above-mentioned Contract and the Mandatory in terms of the above-mentioned Act shall confirm his or her authority thereto by attaching to this page a duly signed and dated copy of the relevant resolution of the Board of Directors.

**An example is given below:**

"By resolution of the Board of Directors passed at a meeting held on

\_\_\_\_\_ 20\_\_\_\_\_,

Mr/Ms

\_\_\_\_\_ whose signature

Appears below, has been duly authorised to sign the AGREEMENT in terms of THE

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 of 1993) on behalf of

SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_

IN HIS/HER CAPACITY AS: \_\_\_\_\_

DATE:

SIGNATURE OF SIGNATORY: \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

NAME

(IN CAPITALS)

**N.B. MAKE SURE YOU INDEX ALL THE ATTACHMENTS FOR EASE OF  
IDENTIFICATION**

**....THE END.....**