



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	56/2023/2024	CLOSING DATE:	26 MARCH 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	SUPPLY AND DELIVERY OF INKJET MULTI-FUNCTION PRINTERS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OLD AGRIVEN BUILDING					
THOHOYANDOU					
0950					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		CONTACT PERSON	MR DAVHULA K	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	015 962 7718	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER	015 962 7731	
FACSIMILE NUMBER	015 962 4020		E-MAIL ADDRESS		
E-MAIL ADDRESS	mudzilip@thulamela.gov.za				



MBD1

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

INVITATION TO BID

SUPPLY AND DELIVERY OF INKJET MULTI-FUNCTION PRINTERS

Thulamela Municipality invites prospective service providers for provision of the following service:

BID NUMBER	DESCRIPTION	NON-REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
NO: 56/2023/2024	Supply and delivery of inkjet multi-function printers	R3.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Davhula K. (015 962 7718) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system and functionality

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a **non-refundable bid price of R3.00 per page** as from **29 February 2024** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the SCM-FORMS sub folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g., CK).
- ❖ Proof of registration on CSD.
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to

BID NO. 56/2023/2024: SUPPLY AND DELIVERY OF INKJET MULTI-FUNCTION PRINTERS

be submitted must not be older than three (3) months from the closing date of the bid) Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.

- ❖ List of similar projects completed in the last 5 years by the company with client's contact details, descriptions, and contract values (Attach signed appointment letters and/or purchase orders)

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system and functionality.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Appointment and reference letters	80
Valid accreditation/reseller certificate from the distributor/Vendor	20
TOTAL	100

Functionality will be scored out of 100% and bidders who score less than 70% will be disqualified for further evaluation.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Sealed bid documents must be submitted in envelopes clearly indicating ***"BID NUMBER AND DESCRIPTION"*** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11:00 on, 26 March 2024**.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

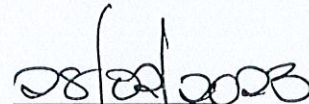
Bids may only be submitted on the bid documentation provided by the municipality.

NB:

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Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.


MAKUMULE M.T.
MUNICIPAL MANAGER


DATE

**BID NO. 56/2023/2024: SUPPLY AND DELIVERY OF INKJET MULTI-FUNCTION
PRINTERS**

Specification For 10 inkjet Multifunction Printers

Qty	Topic	Descriptions	Price	
10	Product Description	Printer - Multifunction printer (colour)		
	Device Type	copy / print/ scanner/email		
	Top Features	Duplex printing, Scan to email/PDF, 50-sheet ADF		
	Printing Technology & Sustainability	Inkjet Technology & Help Save energy with Auto-on/Auto-off		
	Recommended Monthly Volume	400-4500 pages		
	Recommended Monthly Scan Volume	1500-2500		
	Copying Speed	24 ppm (mono) / 24 ppm (ISO colour A4)		
	Copying/ Scan Resolution	Scan 1200 x 1200 dpi (mono) / 1200 x 1200 dpi (colour) Copy 600x600 input dpi		
	Printing Speed	24 ppm (mono) / 24 ppm (colour)		
	Printing Resolution	600 X 600 dpi, Up 4.800 x 1.200 dpi: colour best :600X600 dpi, up 4.800 X 1.200 enhanced dpi. Pantone calibrated		
	First page out & Blue Angel Compliant	Black (4.8Sec) Colour (5.3Sec), Yes Blue Angel Compliant		
	Scanning	1200 x 1200 dpi, scan to cloud, Scan to USB Scan to computer		
	Display	10.9cm (4,3in) Customisable colour touchscreen		
	Original Size	Legal (216 x 356 mm) (max)		
	Original Type	Sheets		
	Document Feeder Capacity	50 sheets		
	Media Size & Security	76.2 x 127 mm (min) - Legal (216 x 356 mm), A4 (210 x 297 mm) (max) Security secure boot , Firmware ,Integrity ,Runtime code.		
	Media Type & weight	Plain paper, greeting cards, photo paper, card stock, glossy paper, matte paper, 23,3 Kg maximum		
	Standard Media Capacity	250 sheets		

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	Max Media Capacity	500 sheets		
	Output Trays Capacity	150 sheets		
	Automatic Duplexing	Yes (copying) Yes (printing) Yes (scanning)		
	PC Connection Availability	Yes		
	PC/ Mobile Connection	USB 2.0, LAN, Wi-Fi(n), USB host, NFC (20 Marks)		
	Airprint Enabled	Yes		
	Office Machine Features	Scan to e-mail, ePrint, wireless direct printing, Google cloud print		
	Energy Consumption	Below 50watts		
	Power	AC 120/230 V (50/60Hz)		
		Subtotal		
		VAT		
		Total Cost		

BID NO. 56/2023/2024: SUPPLY AND DELIVERY OF INKJET MULTI-FUNCTION PRINTERS

Functionality

Functionality will be scored out of 100% and bidders who score less than 70% will not be considered for further evaluation.

REQUIREMENT	Points Allocated
2 x Appointment and Reference letters for Multifunction Printer Maintenance • R1Million and more • R500K to R999K • R300K to R499K • R0 to less than R300 K	80% 50% 30% 0%
Valid Accreditation / Reseller Certificate from the distributor / vendor	20%
	100%

REQUIREMENTS SCORE SHEET						
Requirement Description	Available		Attached		Attachment Reference	Marks
2x Appointment and Reference letters for Multifunction Printer Maintenance to a value of R1Million+ all 2(40 per letter)	Y	N	Y	N	B	80
2x Appointment and Reference letters for Multifunction Printer Maintenance to a value of R500K to <R999K all 2(Missing letter -25)	Y	N	Y	N	B	50
2x Appointment and Reference letters for Multifunction Printer Maintenance to a value of R300K to < R499K all 2(Missing letter -15)	Y	N	Y	N	B	30
No Document or Appointment and Reference letters for Multifunction Printer Maintenance to a value of R0 to < R300K	Y	N	Y	N	B	0
Valid Accreditation Certificate from the vendor	Y	N	Y	N	C	20
Total						

The following is a statement of similar work executed by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed