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# DANNHAUSER MUNICIPALITY

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

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

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

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

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

**Conditions**

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

**Rental Printer Specification**

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| 1. **Central Printer**  * 55 + Pages per minute colour MFP * A4/A3 Paper sizes * 10.1-inch Android smart operation Panel * Scan to USB * Postscript Emulation * Customizable home Screen * 1200 x 1200 DPI Print Resolution * Up to 300 GSM paperweight * 320 GB Hard Disk * 2300 Sheet Paper Capacity 5 Paper Trays Bypass Tray * 1000 Sheet Finisher * Fax option | 1. **Corporate Office:**  * 35 Pages per minute B&W IMPF * A4/A3 Paper sizes * 320 GB Hard Disk * 2300 Sheet Paper Capacity 5 Paper Trays including   Bypass Tray   * 1000 Sheet Finisher * Fax option | 1. **Library Office:**  * 35 Pages per minute colour MPF * A4/A3 Paper sizes * Up to 300 GSM paperweight * 2300 Sheet Paper Capacity 5 Paper Trays including Bypass Tray * 250 CIB Hard Disk * Fax option * Customizable Home Screen * 10.1-inch android Smart Operational Panel * Scan to USB * PostScript Emulation |
| 1. **Technical Office:**  * 35 Pages per minute Colour IMPF * A4/A3 Paper sizes * Up to 300 GSM paperweight * 320 CAB Hard Disk * 2300 Sheet Paper Capacity 5 Paper Trays including Bypass Tray * Fax option * Quick warm up * Scheduled print * Quota scheduling * Scan to USB | 1. **Debtors Office;**  * 30 Pages per minute B&W IMPF * A4/A3 Paper sizes * Up to 300 GSM paperweight * 320 GB Hard Disk * 2300 Sheet Paper Capacity 5 Trays including Bypass Tray * Fax option * Quick warm up * Scheduled print * Quota scheduling * Scan to USB | 1. **Payroll Office:**  30 Pages per minute IMPF ColourA4 Paper size  * 1200 x 1200 DPI Print Resolution * Up to 220 GSM paperweight * 320 GB Hard Disk * 250 Sheet Paper Capacity * Fax option * Scan to USB * PostScript Emulation * 10.1 inch Android Smart OPRATIONAL panel * Customizable Home Screen |
| 1. **Traffic Office:**  30 Pages per minute IMPF  * A4 Paper size * 1200 x 1200 DPI Print Resolution * Up to 220 GSM paperweight * 320 GB Hard Disk * 250 Sheet Paper Capacity * Fax option * Scan to USB * PostScript Emulation * 10.1 inch Android Smart OPRATIONAL panel * Customizable Home Screen | 1. **Records Office:**  30 Pages per minute IMPF  * A4 Paper size * 1200 x 1200 DPI Print Resolution * Up to 220 GSM paperweight * 320 GB Hard Disk * 250 Sheet Paper Capacity * Fax option * Scan to USB * PostScript Emulation * 10.1 inch Android Smart OPRATIONAL panel * Customizable Home Screen | 1. **SCM Office**  30 Pages per minute IMPF Colour  * A4 Paper size * 1200 x 1200 DPI Print Resolution * Up to 220 GSM paperweight * 320 GB Hard Disk * 250 Sheet Paper Capacity * Fax option * Scan to USB * PostScript Emulation * 10.1 inch Android Smart OPRATIONAL panel * Customizable Home Screen |

**EVALUATION CRITERIA**

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

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

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

**WB NKOSI TENDER NUMBER: 26/08/2021**

**MUNICIPAL MANAGER**