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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
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| 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
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| 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
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**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**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**