

DANNHAUSER LOCAL MUNICIPALITY (KZ - 254)

KWAZULU – NATAL

8 Church Street
Private bag X1011
Dannhauser



Telephone : (034) 621 2666
Facsimile : (034) 621 3114

ADVERTISEMENT OF TENDER NO: 15/12/2023

DESCRIPTION: SERVICE PROVIDER TO LEASE 10 MULTI FUNCTION PRINTERS FOR THE NEW OFFICES FOR THE PERIOD OF 36 MONTHS

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for the service provider to lease 10 multi-function printers for the new offices for the period of 36 months.

A NON-REFUNDABLE BID document fee of R250.00 is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – ABSA, Account Holder - Dannhauser Municipality, Account No. 4108655193, Branch code - 632005 and Account type – Cheque Account and documents will be available from **14/12/2023**. documents will also be available for download from the municipal website www.dannhauser.gov.za and on E-Tenders www.etenders.gov.za

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000 Amended in 2022).

In terms of section 12 of the Municipal Supply Chain Management Policy, 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 One Hundred and Twenty Days (120) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT.
- Bidders must include Tax Clearance Certificate (SARS Pin).
- Bidders must complete all applicable MBD forms
- Capacity to undertake work within stipulated time frame.
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months/ Proof of residential address if you reside in the non-rate paying area.
- No bids will be considered from persons 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 to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

2x MPF PHOTOCOPIER SPECIFICATION

- Colour A3 Multifunction copier
- Print, copy, Scan, Fax (optional)
- Productive 20 ppm speed
- 100 Sheet Dual Scanner Document Feeder
- Up to four 550 sheet paper trays
- Colour touch – panel display
- 250GB hard drive
- TONERS AND SPARE TONERS
- SERVICE AND INSURANCE
- MAINTENANCE
- MALFUNCTION

6x MPF PHOTOCOPIER SPECIFICATION

- Colour A3 multifunction
- Print, copy, scan, fax (optional)
- Productive 30 ppm speed
- 100 sheet Dual scanner documents feeder
- Up to four 550 sheet paper trays
- Colour Touch-panel Display
- 250GB Hard Driver
- TONERS AND SPARE TONERS
- SERVICE AND INSURANCE
- MAINTENANCE
- MALFUNCTION

2x MFP PHOTOCOPIER SPECIFICATION

- Colour A3 Multifunction copier
- Print, copy, scan, fax (optional)
- Productive 50 ppm speed
- 100 sheet Dual scanner document feeder
- Up to four 550 sheet paper Trays
- Colour touch-panel Display
- 250 GB Hard Drive
- TONERS AND SPARE TONERS
- SERVICE AND INSURANCE
- MAINTENANCE
- MALFUNCTION

FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

Criterion Weighting	Weighting	Guidelines
WORK EXPERIENCE Number of Successfully completed similar contract with traceable reference similar	50	<ul style="list-style-type: none"> ➤ 5 Contracts : 50 points ➤ 3 Contracts : 35 points ➤ 2 Contracts : 10 points ➤ 1 Contracts : 5 points
KEY PERSONEL Must possess 3 years' experience of MFP Photocopier Solution	15	<ul style="list-style-type: none"> ➤ 3 Technician : 15 points ➤ 2 Technician : 10 points ➤ 1 Technician : 5 points ➤ 0 Technician : 0 points
SECURITY GUARANTEE Own or Rental of MFP Photocopier Solution (5) The company must provide proof of business solutions.(5) The company must be insured for liability and the business or entity must have defective worship.(5)	15	15 point
Manufacturing premises with the necessary equipment.	20	Provide proof of owned premises or signed lease agreement (to be followed by visit) leased agreement will be treated as own premises in respect of this tenders
TOTAL	100	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is 80 points.

SPECIFIC GOALS

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system)	Means of verification

	(To be completed by the tenderer)	
2,5 points for 100% black person or people owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% woman or women shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% youth shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% people living with disability shareholding or owned enterprise.		CSD Report
2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;		B-BBEE Sworn Affidavit and Your Municipal rates account or proof of residence if you are from rural area
5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;		Corporate Social Investment (CSI) or Social Labour Plan
2,5 points for valid B-BBEE level 1 contribution		B-BBEE Certificate or equivalent

Tenders must be submitted in a sealed envelope; clearly marked **“TENDER NO: 15/12/2023 SERVICE PROVIDER TO LEASE 10 (TEN) MULTI FUNCTION PRINTERS FOR THE NEW MUNICIPAL OFFICES FOR THE PERIOD OF 36 MONTHS** and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **31/01/2024**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Any enquiries are to be directed to **Miss S Ngcobo, IT Manager, email: siyathokozan@dannhauser.gov.za** or Telephonically on **034 621 2666 ext. 779** or **Miss T Koza, SCM Accountant, email: thandekak@dannhauser.gov.za** Telephonically: **034 621 2666 ext. 740** at **08 Church Street, Dannhauser**, during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

**MS SITHOLE
ACTING MUNICIPAL MANAGER**