



**BA-PHALABORWA LOCAL MUNICIPALITY**

TENDER FOR THE APPOINTMENT OF SERVICE PROVIDER IN BA-PHALABORWA  
LOCAL MUNICIPALITY FOR THE:

**RENTAL OF MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF (3) THREE YEARS  
TENDER NUMBER: 16/21/22**

**CLOSING DATE: 16 FEBRUARY 2022**

**CLOSING TIME: 10H00**

**BA-PHALABORWA LOCAL MUNICIPALITY**

Private Bag x 01020

Phalaborwa

1390

Contact : Technical : Mr Chuene R  
Procurement: Mr Selepe NW

Telephone: 015-780 6362

Fax: 015-780 6408

**NAME OF BIDDER:**.....

**Year one amount: R**.....

**Year two amount: R**.....

**Year three amount: R**.....

**TOTAL BID AMOUNT: R**.....

*(Amount in words)* .....

**PRICE:**

**TENDER NO: 16/21/22**

**1. Tender Notice and Invitation to bid**



## BA- PHALABORWA MUNICIPALITY

Ba-Phalaborwa Municipality hereby invites suitable professional services providers to render service), for the below listed project in the Ba-Phalaborwa Municipality of the Mopani District in Limpopo Province.

Tender documents are obtainable from Ba-Phalaborwa Municipality (civic centre) during the following times: 07:00 to 12:00 and from 13:00 to 15:30 (Monday to Friday).

Below are the significant details per project:-

TENDER NUMBER	CIDB GRADING	DESCRIPTION	COMPULSORY BRIEFING SESSION			FUNCTIONALITY	EVALUATION CRITERIA	CLOSING DATE AND TIME	Minimum Score for functionality	CONTACT PERSON
			DATE	VENUE	COST					
16/21/22	N/A	Rental of multifunctional printers for a period of (3) three years	21/01/2022 @10H00	Municipal Activity Hall	Free at the municipal website and E-tender portal	Experience of The company (40) Qualifications of Technicians (10) Experience of key personnel (10) Accreditation to install and to maintain printers (10)	80/20	16/02/2022 @10H00	60%	Mr. Chuener (015) 780 6300

A compulsory briefing session will be held on the dates and times specified above at Activity Hall, Ba-Phalaborwa Municipality

Main Office, CNR Mandela and Sealene Street.

**NB: Covid 19 principles should be adhered to. I.e. Wearing of masks, Social distancing, and Sanitizing (No bidder will be allowed if not wearing a mask)**

The bids are to be deposited in the tender box of Ba-Phalaborwa Municipality Offices situated at CNR Mandela Drive & Sealene Street in Phalaborwa, by the closing date and time as above mentioned, where after they be opened in public. No late, telefaxed or Document found in any other place or proposal from service providers who have not attended the compulsory briefing session will not be considered

Bidders should take note of the following bidding conditions:

1. Ba-Phalaborwa Municipality Supply Chain Management Policy shall apply in the evaluation and awarding of the Tender.
2. Ba-Phalaborwa Municipality does not bind itself to accept the lowest tender, reserves the right to accept the whole or part of the Tender and reserves the right not to appoint.
3. The Bid validity shall be 90 (Ninety) days from the date of closure.
4. Bidders must provide proof of the following to avoid disqualification: CSD report (Printed between the date of advert and closing date, certified ID Copies of all directors, statement of municipal rates and taxes for both company and director (s) (not older than 3 months)/letter from traditional authority not older than 3 months/ lease agreement, key personnel/service team's experience (attach certified copies of qualifications and CV; CK/Company registration, Valid tax clearance or tax pin; Certified or original valid BBB-EE certificate or sworn affidavit, proof of work experience (attach relevant appointment letter).**All the relevant returnable documents are attached to the tender document,**
5. The minimum score for functionality will be as stated above and bidders who score below will not be evaluated further on price and BBBEE preference point scoring system.

DR. PILUSA KKL  
ACTING MUNICIPAL MANAGER  
Notice No. 01 /22

## 1. INTRODUCTION

The Ba-Phalaborwa Local Municipality herewith invites bidders for Rental of multifunctional printers for a period of (3) three years. The period of appointment will be for a period of 3 years. Bids from suitable service providers will be evaluated according to the set criteria as set out in this document.

## 2. DESCRIPTION OF THE SERVICES REQUIRED

Detailed scope of work, tendering process and Evaluation process and procedure in line with Ba-Phalaborwa Supply Chain Management Policy was presented.

- Ba-Phalaborwa Municipality requires service providers to submit proposals to provide with the best office automation technology solution on rental /lease basis including ongoing maintenance and support for a period of 36 months
- Currently the municipality has a contract which makes provision for 35 multifunctional devices
- This requirement for this tender is the provision of 35 multi –functional Printers which will be at the main office and also at our remote offices
- Out of the 35 printers, 8 should be color printer and copy and 1 is required for high volume printing.
- The municipality would like to create a smooth multifunctional environment keeping costs to a minimum
- The number of days from order to full installation must be kept to a minimum
- The supplier must have a one or two standby machines available at all times in case of breakdowns
- Devices quoted for must be able to perform the chosen tasks without any hidden or additional costs; additional costs will be for the suppliers charge as this unit should be sold fully functional.
- The project will be evaluated on a 80/20 point score system (80 price and 20 BBBEE )
- Appointment will be subjected to vetting

Number	Specification
8	<p>General Specifications</p> <p><b>Scanning Element:</b> One-dimensional solid scanning through CCD</p> <p><b>Printing Process:</b> Laser beam scanning/marketing &amp; electro photographic printing</p> <p><b>System Memory Standard:</b> 1 GB RAM (shared); Optional: 1.5 GB RAM maximum (shared), 250 GB</p> <p>HDD (shared)</p> <p><b>Output Speed:</b> Up to 25 ppm (Letter), 17 ppm (Legal), <b>(Copy/Print):</b> 14 ppm (Ledger)</p> <p><b>First Copy Time:</b> 6 seconds or less</p> <p><b>Recovery Time to</b> Less than 10 seconds Print Ready Mode</p> <p><b>Warm-Up Time:</b> Less than 20 seconds</p> <p><b>Copy Resolution:</b> 600 dpi</p> <p><b>Grayscale:</b> 256 levels</p> <p><b>Exposure Adjustment:</b> Manual and automatic</p> <p><b>Multiple Copies:</b> Up to 999</p> <p><b>Document Feeder:</b> Automatic Reversing Document Feeder</p>

<p><b>(Standard)</b></p> <p><b>Paper Sizes:</b></p> <p><b>Paper Weights:</b></p> <p><b>Exposure Glass:</b></p> <p><b>Input Capacity Standard:</b></p> <p><b>Output Capacity:</b></p> <p><b>Maximum Input Capacity:</b></p> <p><b>Paper Types:</b></p> <p><b>Zoom:</b></p> <p><b>Preset Reduction and Enlargement Ratios:</b></p> <p><b>Dimensions (WxDxH):</b> – includes ARDF</p> <p><b>Weight:</b></p> <p><b>Power Requirements:</b></p> <p><b>Power Consumption:</b></p> <p><b>Sleep Mode:</b></p> <p><b>TEC:</b></p> <p><b>Standard Features:</b></p> <p><b>Optional Features:</b></p> <p><b>Printer (Standard)</b></p> <p><b>CPU:</b></p> <p><b>Page Description:</b></p> <p><b>Languages Adobe:</b></p> <p><b>Maximum Print Resolution:</b></p> <p><b>Standard Interfaces:</b></p> <p><b>Optional Interfaces:</b></p> <p><b>Network Protocols:</b></p> <p><b>Fonts for PCL 5e/6:</b></p> <p><b>Fonts for PS3:</b></p> <p><b>Network Operating:</b></p>	<p>(ARDF), Capacity: 100 sheets</p> <p>Standard Trays: 5.5" x 8.5" to 11" x 17" (A5– A3)</p> <p>Bypass Tray: 5.5" x 8.5" to 11" x 17" (A6 – A3)</p> <p>Duplex Unit: 5.5" x 8.5" to 11" x 17" (A5 – A3)</p> <p>ARDF: 5.5" x 8.5" to 11" x 17" (A5 – A3)</p> <p>Standard Trays: 16 – 28 lb. Bond (60 – 105 g/m<sup>2</sup>)</p> <p>Bypass Tray: 16 Bond – 90 lb. Index (60 – 162 g/m<sup>2</sup>)</p> <p>Duplex Unit: 17 – 24 lb. Bond (64 – 90 g/m<sup>2</sup>)</p> <p>ARDF: 11 – 34 lb. Bond Simplex (40 – 128 g/m<sup>2</sup>), 14 – 28 lb. Bond Duplex (53 – 105 g/m<sup>2</sup>)</p> <p>Up to 11" x 17" (A3)</p> <p>250 sheets x 2 Trays + 100-Sheet Bypass Tray</p> <p>Optional: 500 sheets x 1 or 2 Trays</p> <p>250 sheets (internal tray), 100 sheets (1 Bin Tray Option)</p> <p>1,600 sheets</p> <p>Plain, Recycled, Colored, Letterhead, Preprinted, Bond, Card Stock, Prepunched, Special, Thick*, OHP (Transparency)* Envelopes*, Label Stock*</p> <p>25% to 400% in 1% increments</p> <p>50%, 65%, 78%, 93%, 121%, 129%, 155%</p> <p>23.1" x 22.4" x 26.9" (587 mm x 568 mm x 683 mm)</p> <p>114.0 lbs./51.7 kg</p> <p>120V, 60Hz, 12A</p> <p>Less than 1.55 kW (max.)</p> <p>0.5W</p> <p>1.126 kWh/Week**</p> <p>Auto Duplex, Auto Off Timer, Auto Paper Selection, Auto Start, Combine Copy, Electronic Sort, Image Rotation, Job Programs (25), Photo Mode, Series Copy, Simple Screen, User Codes (8 digits, 1,000 Personal Codes)</p> <p>Document Server</p> <p>RM7035C – 533 MHz</p> <p>Standard: PCL5e/6; Optional: Genuine PostScript 3, Universal Driver</p> <p>600 x 600 dpi</p> <p>Ethernet (RJ-45 network port: 10BASE-T/100BASE-TX/1000BASE-T), USB 2.0 Type A and B</p> <p>IEEE1284, Wireless LAN (IEEE802.11a/b/g)</p> <p>TCP/IP (IPv4, IPv6), IPX/SPX</p> <p>45 Roman fonts and 13 International fonts</p> <p>136 Roman fonts</p> <p>Windows XP/Server 2003/Vista/Server Systems 2008/7; Novell Netware 6.5 and later; UNIX Filters for Sun Solaris 2.6/7/8/9/10; HP-UX 10.x/11.x/11iv2/11iv3; Red Hat Linux Enterprise V4, V5, V6; SCO OpenServer</p>
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5.0.6/5.0.7/6.0; IBM AIX Version 5.3, 6.1, 7.1; SAP R/3, 3.x or later, mySAP ERP2004 or later; Mac OSX 10.5 or later; Citrix Metaframe XP/ Presentation Server 4/4.5/XenApp 5.0, 6.0, 6.5

**Utilities:** SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor

**Standard Features:** Mobile Driver, Bonjour Support, Classification Code, PDF Direct Print, Windows Active Directory Support, DDNS Support, WS Printer, PCL Resident Font Adoption, Tray-Parameter Change from WebImageMonitor, XPS Support

**Optional Features:** Media Direct Print (Print from USB/ SD), Mail to Print, Sample/Hold/Stored/Locked Print, Store and Print, Auto Job Promotion

**Scanner (Standard)**

**Scanning Speed:** 50 ipm @ 300 dpi B&W (Letter/A4)  
25 ipm @ 300 dpi Full-Color (Letter/A4)

**Scanning Resolution:** Up to 600 dpi

**Scan Area** **Main:** 11" (297 mm)  
**Sub:** 17" (432 mm)

**Compression Method** B&W: MH (default), MR, MMR, JBIG2  
Full-Color: JPEG

**Scan Mode** B&W: Text, Text/Line Art, Text/Photo, Photo, Grayscale

Full-Color: Text/Photo, Glossy Photo, ACS

**Standard Interfaces:** Ethernet 10Base-T/100Base-TX,  
Gigabit Ethernet (1000Base-T)

**Optional Interfaces:** Wireless LAN (IEEE 802.11a/b/g)

**File Formats:** Single/Multi Page TIFF, Single/Multi Page PDF, Single/Multi Page High Compression PDF and Single/Multi Page PDF/A; Single Page JPEG

**Scan Modes Supported:** Scan-to-USB/SD; Scan-to-Email (POP, SMTP, IMAP4); Scan-to-Folder (SMB/FTP/ NCP); Scan-to-URL; Network TWAIN Scanning; WSD Scanner

**Standard Features:** PDF Encryption, Drop Out Color Send, Scan-to-Email/SMB/FTP, LDAP Support, TWAIN Scanning

**Optional Features** Preview Before Transmission (TX Preview), Scan to URL

**Fax (Optional)**

**Type:** ITU-T (CCITT) G3

**Circuit:** PSTN, PBX

**Resolution:** 200 x 100 dpi, 200 x 200 dpi

**Modem Speed:** 33.6K – 2,400 bps with Auto Fallback

**Compression Method:** MH, MR, MMR, JBIG

**Scan Speed:** 2 seconds (Letter)

**Transmission Speed:** Approx. 2 seconds/page (JBIG)

**Memory:** 4 MB (approx. 320 pages)

**Memory Backup:** 1 hour

**Quick/Speed Dials:** 1,000 (2,000 with HDD Option)

**Group Dials:** 100 groups (max. 500 numbers per group)

**User Function Key:** 3 keys

**Standard Features:** Detection of Misplaced Documents,  
Double Check Destination Address,

	<p style="text-align: right;">Direct SMTP, Fax Forward to Email/Folder, LDAP Support, Internet Fax (T.37), IP Fax</p> <p>(T.38), LAN Fax, Remote Fax</p> <p><b>Optional Features:</b> Paperless Fax</p> <p><b>Paper Feed Unit (Optional)</b></p> <p><b>Paper Size:</b> 5.5" x 8.5" to 11" x 17" (A5 – A3)  <b>Paper Weight:</b> 16 – 28 lb. Bond (60 – 105 g/m<sup>2</sup>)  <b>Paper Capacity:</b> 500 sheets x 1 Tray</p>
19	<p><b>General Specifications</b></p> <p><b>Configuration:</b> Desktop</p> <p><b>Scanning Element:</b> Flatbed with CCD array image-sensor</p> <p><b>Printing Process:</b> Laser beam scanning/marketing &amp; electro-photographic printing</p> <p><b>Toner:</b> Dry, dual component</p> <p><b>System Memory:</b> 640 MB/640 MB + 80 GB HDD (Std./Max.)</p> <p><b>Output Speed:</b> Up to 21 cpm (Letter)</p> <p><b>Warm-Up Time:</b> Less than 30 seconds</p> <p><b>First Copy Time:</b> 7.5 seconds or less</p> <p><b>Recovery Time:</b> Less than 10 seconds (from Auto Off)</p> <p><b>Copy Resolution:</b> 600 x 600 dpi</p> <p><b>Grayscale:</b> 256 levels</p> <p><b>Exposure Adjustment:</b> Manual and automatic</p> <p><b>Multiple Copies:</b> Up to 99</p> <p><b>Document Feeder:</b> Automatic Reversing Document Feeder</p> <p><b>Original Capacity:</b> 50 sheets</p> <p><b>Paper Sizes</b>  Standard Tray: 5.5" x 8.5" to 8.5" x 11"  Optional Trays: 8.5" x 11" to 8.5" x 14"  Bypass Tray: 5.5" x 8.5" to 8.5" x 14"  Duplex Unit: 8.5" x 11" to 8.5" x 14"</p> <p><b>Paper Weights:</b>  Standard/Optional Trays: 16 – 24 lb. Bond (60 – 90 g/m<sup>2</sup>)  Bypass Tray: 16 – 42 lb. Bond (60 – 158 g/m<sup>2</sup>)  Duplex Unit: 20 – 24 lb. Bond (75 – 90 g/m<sup>2</sup>)</p> <p><b>Exposure Glass:</b> Up to 8.5" x 14"</p> <p><b>Input Capacity:</b> Standard: 250 sheets + 100-Sheet Bypass Tray  Optional: 500 sheets x 1 or 2 Trays</p> <p><b>Output Capacity:</b> 250-Sheet Internal Tray</p> <p><b>Paper Types:</b> Plain paper, laser printer qualified transparencies, labels, envelopes</p> <p><b>Auto Duplex:</b> Standard</p> <p><b>Zoom:</b> 50% to 200% in 1% increments</p> <p><b>Preset Reduction and Enlargement Ratios:</b> 65%, 78%, 93%, 129%, 155%</p> <p><b>Dimensions (WxDxH):</b> 19.09" x 17.71" x 18.93" (485 mm x 450 mm x 481 mm)</p> <p><b>Power Requirements:</b> 120V, 60Hz, 8A</p>

**Standard Features:** Auto Off Timer, Combine Copy, Duplex Copying, Electronic Sort, Energy Saver Timer, Photo Mode, Series Copy, User Codes

**Printer Specifications**

**CPU:** RM5231 400 MHz or Above  
**Memory Capacity:** Standard: 640 MB (128 MB Resident + 512 MB DIMM) or Above  
**Optional:** 80 GB HDD  
**Page Description:** Standard: PCL5e/6, Genuine Adobe  
**Languages:** PostScript  
**Maximum Print:** 600 x 600 dpi  
**Resolution**  
**Standard Interfaces:** 10Base-T/100Base-TX Ethernet (RJ-45), USB 2.0  
**Optional Interfaces:** IEEE 802.11a/b/g, IEEE 1284, Gigabit Ethernet  
**Network Protocols:** TCP/IP (IPv4, IPv6), IPX/SPX, AppleTalk  
**Fonts for PCL 5e/6:** 45 Roman Fonts or Similar  
**Fonts for PS3:** 136 Roman Fonts or Similar  
**Network Operating:** Windows 2000/XP/Vista/Server 2003/Systems Server 2008/2007; Novell Netware 3.12, 3.2, 4.1, 4.11, 5.0, 5.1, 6.0, 6.5; UNIX Filters for Sun Solaris 2.6/7/8/9/10; HP-UX 10.x/11.x/11iv2/11i3; Red Hat Linux 6.x, 7.x, 8.x, 9.x, Enterprise; SCO OpenServer 5.0.6/5.0.7/6.0; IBM AIX V4.3 & 5L Version 5.1/5.2/5.3; Mac OS 8.6 – 9.x; OSX 10.2 or later  
**Utilities:** SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor

**Other Printer Features**

Bonjour Support, Classification Code, Mail-to-Print, PDF Direct Print, Sample/Hold/Stored/Locked Print, Store and Print, WSD Printer

**Scanner Specifications**

**Scanning Speed:** Embedded Scan-to-Email: 22 ipm @200 dpi BW; 10 ipm @200 dpi Full-Color  
**Scanning Resolution:** 100 to 600 dpi  
**Grayscale:** 256 levels  
**Scan Area:** Main: 8.5" (216 mm)  
Sub: 14.02" (356 mm)  
**Compression Method:** BW: TIFF (MH, MR, MMR)  
Grayscale: JPEG  
Full-Color: JPEG  
**Scan Mode:** BW: Text, Text/Line Art, Text/Photo, Photo, Grayscale  
Full-Color: Text/Photo, Glossy Photo  
**Standard Interfaces:** 10Base-T/100Base-TX  
**Optional Interfaces:** IEEE 802.11a/b/g; 1000Base-T  
**File Formats:** Single Page PDF, TIFF, JPEG, Multi Page PDF, TIFF  
**Scan Modes Supported** Scan-to-Email (with LDAP support);  
Scan-to-Folder (SMB/FTP/NCP); WSD Scanner (for Vista); Network TWAIN Scanning;  
Scan-to-Media (USB/SD optional);  
**Standard Features** Duplex Scanning, Embedded Scan-toEmail/Folder  
**Fax Specifications**



	<p> <b>Type:</b> ITU-T (CCITT) G3  <b>Circuit:</b> PSTN, PBX  <b>Resolution:</b> 200 x 100 dpi, 200 x 200 dpi  <b>Modem Speed:</b> 33.6K – 2,400 bps with Automatic Shift Down  <b>Compression Method:</b> MH, MR, MMR, JBIG  <b>Scan Speed:</b> 2.0 seconds  <b>Transmission Speed:</b> G3: Approx. 2 seconds/page (w/JBIG compression)  G3: Approx. 3 seconds/page (w/MMR compression)  <b>Memory:</b> 4 MB (approx. 320 pages)  <b>Memory Backup:</b> 12 hours  <b>Quick/Speed Dials:</b> 16/150  <b>Group Dials:</b> 10 groups (max. 100 numbers per group)  <b>ID Code Programming:</b> 4 digits  <b>User Function Key:</b> 3 keys  <b>Standard Features:</b> Detection of Misplaced Documents,  Double Check Destination, Duplex  Reception/Transmission, Serial Broadcasting, Fax  Forward to Email/Folder, Internet Fax, IP Fax, LAN Fax, LDAP Support    <b>PB1030 Paper Bank (Optional)</b>    <b>Paper Size:</b> 8.5" x 11" SEF, 8.5" x 14" SEF  <b>Paper Weight:</b> 16 – 24 lb. Bond (60 – 90 g/m<sup>2</sup>)  <b>Paper Capacity:</b> 500 sheets x 1 or 2 Trays </p>
7	<p> <b>Type Digital:</b> Colour Multifunctional Product  <b>Functionality:</b> Print, Copy, Scan (standard)  <b>Paper formats:</b> A6 to SRA3  <b>Paper input:</b> 1,200 sheets (standard) / 2,300 sheets (maximum)  <b>Paper weight:</b> 60 - 300 gsm (tray), 52 - 300 gsm (bypass), 52 - 169 gsm (duplex)  <b>Engine speed:</b> 20 A4 ppm  <b>First print (B/W):</b> 5.5 seconds or Lower  <b>First print (Colour):</b> 7.7 seconds or Lower  <b>Resolution:</b> 1200 dpi print, 600 dpi copy, 600 dpi scan  <b>Memory:</b> 1.5 GB (standard and maximum) or Above  <b>Hard drive:</b> 250 GB (standard) or Above  <b>Printer languages:</b> PCL5c, PCL6 (XL), PDF, MediaPrint: JPEG and TIFF (standard) /  Adobe PostScript3, PictBridge (option)  <b>Interfaces:</b> 1000/100/10Base-T, USB 2.0 type A/B (standard)  IEEE802.11a/b/g/n (option)  <b>ARDF:</b> 100 sheet ARDF (standard)  <b>Duplex:</b> Full speed trayless interleaving duplex (standard)  <b>Duty cycle:</b> 40K prints or Above  <b>Dimensions (WxDxH):</b> 587 x 685 x 913 mm (mainframe, ARDF and optional 2 tray paper bank) </p>
1	<p> <b>High Volume Printer</b>    <b>General Specification</b>    <b>Paper Size (s)</b> </p>

A3, B4(JIS), A4 long-edge feed, A4, B5(JIS) long-edge feed, Ledger, Legal, Letter long-edge feed, Letter

- **High Capacity Feeder**
- **High Capacity Scanner**
- **Multifunction Finisher**

**Paper Size:**

**Top Tray** : Maximum: 330 mm x 488 mm (13" x 19 3/16")  
: Minimum: 100 mm x 148 mm (3 15/16" x 5 27/32")

**Stacking Tray** : Maximum: 330 mm x 488 mm (13" x 19 3/16")  
Minimum: 182 mm x 182 mm (7 3/16" x 7 3/16")

**Booklet Tray** : Maximum: 330 mm x 457 mm (13" x 18")  
Minimum: 210 mm x 280 mm (8 1/4" x 11")

**Stapling:**

**Maximum Number of Staples:** 100 sheets A4, A4 long-edge feed, B5(JIS) long-edge feed, Letter, Letter long-edge feed 65 sheets A3, B4(JIS), Ledger, Legal, Foolscap

**Paper Size:** Maximum: 297 mm x 432 mm (11 11/16" x 17") (equivalent to A3)  
Minimum: 203 mm x 182 mm (8" x 7 3/16") (equivalent to B5(JIS) long edge feed)

**Staple Position:** 1 at front side (angle stapling), 1 at rear side (angle stapling\*, parallel stapling), 2 at

**Punching:**

**Number of Punches** 2 holes, 3 holes  
2 holes, 4 holes center (parallel stapling)

- High Capacity

**Paper Size:** Maximum: 340 mm x 465 mm (13 3/8" x 18 5/16")  
Minimum: 90 mm x 148 mm (3 9/16" x 5 27/32")

**THE FUNCTIONALITY WILL CONSISTS OF THE FOLLOWING**

<b>CRITIREA</b>	<b>(SCORE)</b>	<b>WEIGHT</b>
<ul style="list-style-type: none"> <li>Experience of the company(Attach appointment letter)</li> </ul>	0-1 = 10 related relevant projects 2-3 =20 related relevant projects 4 = 30 related relevant projects 5+ = 40 related relevant projects	40
<ul style="list-style-type: none"> <li>Qualifications of technicians that will be conducting the maintenance (attach certificates)</li> </ul>	2 = Relevant certification in respect of the production machine 5 =NQF level 3 to NQF Level 5 8 =National Diploma NQF Level 6 10 =Degree or Higher NQF Level 7 or higher	10
<ul style="list-style-type: none"> <li>Experience of key personnel technician (attach CVs)</li> </ul>	2=0 years to 1 years relevant experience 5=2 to 3 years relevant experience 10=4 years + relevant experience	10
<ul style="list-style-type: none"> <li>Accreditation to install and to maintain printers</li> </ul>	No=0 Yes=10	10
<b>Total Points</b>	<b>70</b>	

- The minimum score for functionality will be 60%, bidders who score below 60% will not be considered for further evaluation.

**PREREQUISITE /SERVICE PROVIDER REQUIREMENTS**

- All bidders must attend the compulsory briefing session
- Bidders must attach signed declaration of interest forms attached to the bid document
- Company registration certificate
- Letter from SARS with a valid pin code
- B-BBEE certificate/ affidavit/ consolidated B-BBEE for J/V
- Power of attorney/ letter of authority for signatory if applicable
- Joint venture agreements where applicable
- Proof of municipal account (not in arrears for more than 3 months)
- Certified ID copies of the directors/ members/ proprietors
- CSD summary report
- All copies to be certified by SAPS

TENDER FOR THE APPOINTMENT OF SERVICE PROVIDER IN BA-PHALABORWA LOCAL MUNICIPALITY FOR THE:

RENTAL OF MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF (3) THREE YEARS  
TENDER NUMBER: 16/21/22

**PRICING SCHEDULE**

YEAR	MONTHLY			TOTAL
Year 1	R_____	X	12	R_____
Year 2	R_____	X	12	R_____
Year 3	R_____	X	12	R_____
<input type="checkbox"/>	<b>Grand Total</b>			R_____

# **COMPULSORY MUNICIPAL BID DOCUMENTS**

INVITATION TO BID

**(a) YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BA-PHALABORWA LOCAL MUNICIPALITY**

BID NUMBER: ..... CLOSING DATE: ..... CLOSING TIME: .....  
DESCRIPTION.....

**The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).**

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Cnr Nelson Mandela & Sealane Street  
Phalaborwa  
1390

**Bidders should ensure that bids are delivered timeously to the correct address inside the relevant bid box. If the bid is late or not inside the correct bid box, it will not be accepted for consideration.**

(b) The bid box is generally open 24 hours a day, 7 days a week.

(c) ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**(d) NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER  
CODE.....NUMBER.....

CELLPHONE NUMBER  
.....

FACSIMILE NUMBER CODE .....NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2) YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

- AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
- A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)
- A REGISTERED AUDITOR

(Tick applicable box)

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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)

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE.....	TOTAL	NUMBER	OF	ITEMS
OFFERED.....				

**TAX CLEARANCE CERTIFICATE**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

1. In order to meet this requirement bidders are required to complete in full form TCC001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids. Copies of form TCC 001 are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).
6. Exemption to the provision of a Tax Clearance Certificate will be granted provided that:
  - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
  - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.



**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 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 favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM 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.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 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**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between  
Any other bidder and any persons in the service of the state who  
May be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers,  
 Principle shareholders, or stakeholders of this company  
 Have any interest in any other related companies or  
 Business whether or not they are bidding for this contract.

**YES / NO**

3.14.1 If yes, furnish particulars:

.....  
 .....

**(a) 4. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

a)

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution

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Contractor Witness 1    Witness 2    Employer    Witness 1    Witness 2

are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	NO
-----	----

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

.....  
.....  
.....  
.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

**8.8** Total number of years the company/firm has been in business:.....

**8.9** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2



of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS ..... .....

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left( \frac{x}{y} \right) \times 100$$

Where

- x imported content
- y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

Description of services, works or goods	Stipulated minimum threshold
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

have any imported content?

YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No.** .....

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

The facts contained herein are within my own personal knowledge.

I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_







Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

**WITNESS No. 2** \_\_\_\_\_ **DATE:** \_\_\_\_\_

[Signature Box]

[Signature Box]

[Signature Box]

[Signature Box]

[Signature Box]

[Signature Box]

Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

# DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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?  (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>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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

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)? <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 <input type="checkbox"/>	No <input type="checkbox"/>
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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM 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.**







Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2



.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 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.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 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.
- 5 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.**

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

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:

(Name of Municipality / Municipal Entity)

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:
(a) has been requested to submit a bid in response to this bid invitation;
(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) 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 consortium3 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);

Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

- (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
- (f) 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

.....  
Name of Bidder

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Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2

Contractor Witness 1 Witness 2 Employer Witness 1 Witness 2