



BA-PHALABORWA MUNICIPALITY

MEMORANDUM

- BUDGET AND TREASURY -

TO : Prospective Service Provider  
FROM : SCM /STORES  
DATE : 16/07/2025  
ENQUIRIES : STORES  
TELEPHONE : 015 780 6361/62  
REF : RFQ3532

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than **24/07/2025 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
35	35X Hiring of multi-functions and usage for 2 months as per the		
	Attached specification		

**Please number your quotes (Your Ref no)**

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- The municipality retains the prerogative to reject any quotes it deems to be excessive
- A firm delivery period must be indicated.
- Tax Clearance Pin
- A service provider be registered with central supplier database (CSD)
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)  
20 is further evaluated : 20 for 100% Black owned;  
18 for at least 51% Black owned; and  
14 for Less than 51% Black owned

## Specification

Number	Specification
8	<p><b>General Specifications</b></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 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 Print Ready Mode:</b> Less than 10 seconds</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 <b>(Standard)</b> (ARDF), Capacity: 100 sheets</p> <p><b>Paper Sizes:</b> Standard Trays: 5.5" x 8.5" to 11" x 17" (A5–A3) Bypass Tray: 5.5" x 8.5" to 11" x 17" (A6 – A3) Duplex Unit: 5.5" x 8.5" to 11" x 17" (A5 – A3) ARDF: 5.5" x 8.5" to 11" x 17" (A5 – A3)</p> <p><b>Paper Weights:</b> Standard Trays: 16 – 28 lb. Bond (60 – 105 g/m<sup>2</sup>) Bypass Tray: 16 Bond – 90 lb. Index (60 – 162 g/m<sup>2</sup>) Duplex Unit: 17 – 24 lb. Bond (64 – 90 g/m<sup>2</sup>) 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><b>Exposure Glass:</b> Up to 11" x 17" (A3)</p> <p><b>Input Capacity Standard:</b> 250 sheets x 2 Trays + 100-Sheet Bypass Tray Optional: 500 sheets x 1 or 2 Trays</p> <p><b>Output Capacity:</b> 250 sheets (internal tray), 100 sheets (1 Bin Tray Option)</p> <p><b>Maximum Input Capacity:</b> 1,600 sheets</p> <p><b>Paper Types:</b> Plain, Recycled, Colored, Letterhead, Preprinted, Bond, Card Stock, Prepunched, Special, Thick*, OHP (Transparency)* Envelopes*, Label Stock*</p> <p><b>Zoom:</b> 25% to 400% in 1% increments</p> <p><b>Preset Reduction and Enlargement Ratios:</b> 50%, 65%, 78%, 93%, 121%, 129%, 155%</p> <p><b>Dimensions (WxDxH):</b> 23.1" x 22.4" x 26.9" (587 mm x 568 mm x 683 mm) – includes ARDF</p>

<b>Weight:</b>	114.0 lbs./51.7 kg
<b>Power Requirements:</b>	120V, 60Hz, 12A
<b>Power Consumption:</b>	Less than 1.55 kW (max.)
<b>Sleep Mode:</b>	0.5W
<b>TEC:</b>	1.126 kWh/Week**
<b>Standard Features:</b>	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)
<b>Optional Features:</b>	Document Server
<b>Printer (Standard)</b>	
<b>CPU:</b>	RM7035C – 533 MHz
<b>Page Description:</b>	Standard: PCL5e/6; Optional: Genuine
<b>Languages Adobe:</b>	PostScript 3, Universal Driver
<b>Maximum Print Resolution:</b>	600 x 600 dpi
<b>Standard Interfaces:</b>	Ethernet (RJ-45 network port: 10BASE-T/ 100BASE-TX/1000BASE-T), USB 2.0 Type A and B
<b>Optional Interfaces:</b>	IEEE1284, Wireless LAN (IEEE802.11a/b/g)
<b>Network Protocols:</b>	TCP/IP (IPv4, IPv6), IPX/SPX
<b>Fonts for PCL 5e/6:</b>	45 Roman fonts and 13 International fonts
<b>Fonts for PS3:</b>	136 Roman fonts
<b>Network Operating:</b>	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 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
<b>Utilities:</b>	SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor
<b>Standard Features:</b>	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
<b>Optional Features:</b>	Media Direct Print (Print from USB/ SD), Mail to Print, Sample/Hold/Stored/Locked Print, Store and Print, Auto Job Promotion
<b>Scanner (Standard)</b>	
<b>Scanning Speed:</b>	50 ipm @ 300 dpi B&W (Letter/A4) 25 ipm @ 300 dpi Full-Color (Letter/A4)

<b>Scanning Resolution:</b>	Up to 600 dpi
<b>Scan Area</b>	<b>Main:</b> 11" (297 mm) <b>Sub:</b> 17" (432 mm)
<b>Compression Method</b>	B&W: MH (default), MR, MMR, JBIG2 Full-Color: JPEG
<b>Scan Mode</b>	B&W: Text, Text/Line Art, Text/Photo, Photo, Grayscale Full-Color: Text/Photo, Glossy Photo, ACS
<b>Standard Interfaces:</b>	Ethernet 10Base-T/100Base-TX, Gigabit Ethernet (1000Base-T)
<b>Optional Interfaces:</b>	Wireless LAN (IEEE 802.11a/b/g)
<b>File Formats:</b>	Single/Multi Page TIFF, Single/Multi Page PDF, Single/Multi Page High Compression PDF and Single/Multi Page PDF/A; Single Page JPEG
<b>Scan Modes Supported:</b>	Scan-to-USB/SD; Scan-to-Email (POP, SMTP, IMAP4); Scan-to-Folder (SMB/FTP/ NCP); Scan-to-URL; Network TWAIN Scanning; WSD Scanner
<b>Standard Features:</b>	PDF Encryption, Drop Out Color Send, Scan-to-Email/SMB/FTP, LDAP Support, TWAIN Scanning
<b>Optional Features:</b>	Preview Before Transmission (TX Preview) ,Scan to URL
<b>Fax (Optional)</b>	
<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 Auto Fallback
<b>Compression Method:</b>	MH, MR, MMR, JBIG
<b>Scan Speed:</b>	2 seconds (Letter)
<b>Transmission Speed:</b>	Approx. 2 seconds/page (JBIG)
<b>Memory:</b>	4 MB (approx. 320 pages)
<b>Memory Backup:</b>	1 hour
<b>Quick/Speed Dials:</b>	1,000 (2,000 with HDD Option)
<b>Group Dials:</b>	100 groups (max. 500 numbers per group)
<b>User Function Key:</b>	3 keys
<b>Standard Features:</b>	Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Fax Forward to Email/Folder, LDAP Support, Internet Fax (T.37), IP Fax (T.38), LAN Fax, Remote Fax
<b>Optional Features:</b>	Paperless Fax
<b>Paper Feed Unit (Optional)</b>	
<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

19	<div data-bbox="400 383 1402 421" data-label="Section-Header"> <b>General Specifications</b> </div> <div data-bbox="400 421 1402 1944" data-label="Text"> <p> <b>Configuration:</b> Desktop  <b>Scanning Element:</b> Flatbed with CCD array image-sensor  <b>Printing Process:</b> Laser beam scanning/marking &amp; electro-photographic printing  <b>Toner:</b> Dry, dual component  <b>System Memory:</b> 640 MB/640 MB + 80 GB HDD  <b>(Std./Max.)</b>  <b>Output Speed:</b> Up to 21 cpm (Letter)  <b>Warm-Up Time:</b> Less than 30 seconds  <b>First Copy Time:</b> 7.5 seconds or less  <b>Recovery Time:</b> Less than 10 seconds  <b>(from Auto Off)</b>  <b>Copy Resolution:</b> 600 x 600 dpi  <b>Grayscale:</b> 256 levels  <b>Exposure Adjustment:</b> Manual and automatic  <b>Multiple Copies:</b> Up to 99  <b>Document Feeder:</b> Automatic Reversing Document Feeder  <b>Original Capacity:</b> 50 sheets  <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"  <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>)  <b>Exposure Glass:</b> Up to 8.5" x 14"  <b>Input Capacity:</b> Standard: 250 sheets + 100-Sheet  Bypass Tray  Optional: 500 sheets x 1 or 2 Trays  <b>Output Capacity:</b> 250-Sheet Internal Tray  <b>Paper Types:</b> Plain paper, laser printer qualified  transparencies, labels, envelopes  <b>Auto Duplex:</b> Standard  <b>Zoom:</b> 50% to 200% in 1% increments  <b>Preset Reduction and</b> 65%, 78%, 93%, 129%, 155%  <b>Enlargement Ratios:</b>  <b>Dimensions (WxDxH):</b> 19.09" x 17.71" x 18.93"  (485 mm x 450 mm x 481 mm)  <b>Power Requirements:</b> 120V, 60Hz, 8A  <b>Standard Features:</b> Auto Off Timer, Combine Copy, Duplex Copying, Electronic  Sort, Energy Saver Timer, Photo Mode, Series Copy, User  Codes </p> </div>

**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;

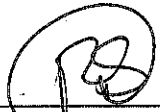
	<p>Scan-to-Media (USB/SD optional); Duplex Scanning, Embedded Scan-toEmail/Folder</p> <p><b>Standard Features</b></p> <p><b>Fax Specifications</b></p> <p><b>Type:</b> ITU-T (CCITT) G3</p> <p><b>Circuit:</b> PSTN, PBX</p> <p><b>Resolution:</b> 200 x 100 dpi, 200 x 200 dpi</p> <p><b>Modem Speed:</b> 33.6K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

	<b>Dimensions (WxDxH):</b> 587 x 685 x 913 mm (mainframe, ARDF and optional 2 tray paper bank)
1	<p><b>High Volume Printer</b></p> <p><b>General Specification</b></p> <p><b>Paper Size (s)</b> A3, B4(JIS), A4 long-edge feed, A4, B5(JIS) long-edge feed, Ledger, Legal, Letter long-edge feed, Letter</p> <ul style="list-style-type: none"> <li>• High Capacity Feeder</li> <li>• High Capacity Scanner</li> <li>• Multifunction Finisher</li> </ul> <p><b>Paper Size:</b></p> <p><b>Top Tray</b> : Maximum: 330 mm x 488 mm (13" x 19 3/16") : Minimum: 100 mm x 148 mm (3 15/16" x 5 27/32")</p> <p><b>Stacking Tray</b> : Maximum: 330 mm x 488 mm (13" x 19 3/16") Minimum: 182 mm x 182 mm (7 3/16" x 7 3/16")</p> <p><b>Booklet Tray</b> : Maximum: 330 mm x 457 mm (13" x 18") Minimum: 210 mm x 280 mm (8 1/4" x 11")</p> <p><b>Stapling:</b></p> <p><b>Maximum Number of Staples:</b> 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</p> <p><b>Paper Size:</b> 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)</p> <p><b>Staple Position:</b> 1 at front side (angle stapling), 1 at rear side (angle stapling*, parallel stapling), 2 at</p> <p><b>Punching:</b></p> <p><b>Number of Punches</b> 2 holes, 3 holes 2 holes, 4 holes center (parallel stapling)</p> <ul style="list-style-type: none"> <li>• High Capacity</li> </ul> <p><b>Paper Size:</b> 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")</p>



**PREREQUISITE /SERVICE PROVIDER REQUIREMENTS**

- Bidders must attach signed declaration of interest forms (MBD 4 & 8)
- Company registration certificate
- Original valid tax clearance certificate
- Appointment letter
- CSD summary report printed within the date of advert and the closing date
- Accreditation to install and to maintain printers

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