



BA-PHALABORWA MUNICIPALITY

**RENTAL OF MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF 36 MONTHS (3 YEARS)**

TENDER NUMBER: 25/24/25 (TENDER)

Closing Date: 18/06/2025

Time: 09h00

Venue: Tender Box (Main Office)

Tender Documents are available from the municipal website and the E-tender portal.

<b>Ba-Phalaborwa Municipality</b> Budget and Treasury Office: Contact: Selepe NW Manager: Supply Chain Tel: (015) 780 6300	<b>Ba-Phalaborwa Municipality</b> Corporate Services Office: Contact: Chuene RS Manager: IT Tel: (015) 780 6300
<b>Name of Tenderer:</b> .....	
<b>Type of service to be rendered:</b> .....	
<b>TOTAL AMOUNT TENDERED (ALL INCLUSIVE):</b> .....	

## TENDER NO: 25/24/25

### 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 the municipal website and E-tender portal.  
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					
25/24/25		Rental of multifunctional printers for a period of 36 months (3 years)	28/05/2025 @11H00	Municipal Activity Hall	Free at municipal website and E-tender portal	Company Experience (30) Qualification of company director (20) Qualification of technician (10) Experience of key personnel (10)	80/20	18/06/2025 @09H00	70%	Chuene RS (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.

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 are open 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 not older than 3 months, SAPS 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 pin, 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 specific goals specified for the tender.

MS ME MPHACHOE

ACTING MUNICIPAL MANAGER

Notice No. 56 /25

## 1.1 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 criteria as set out in this document.

Rental refers to leasing of printers and maintaining them.

## 1.2 DESCRIPTION OF THE SERVICES REQUIRED

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

- 1.2.1 Ba-Phalaborwa Municipality requires service providers to submit proposals to provide the best office automation technology solution on a rental lease basis including ongoing maintenance and support for 36 months
- 1.2.2 Currently the municipality has a contract that makes provision for 36 multifunctional devices
- 1.2.3 This requirement for this tender is the provision of 36 multi-functional Printers which will be at the main office and at our remote offices, Maintenance (Providing tonners, Hardware/Firmware repair) and onsite support only.
- 1.2.4 Out of the 36 printers, 9 should be color printers and copy machines, and 1 is required for high-volume printing.
- 1.2.5 The municipality would like to create a smooth multifunctional environment keeping costs to a minimum
- 1.2.6 The number of days from order to full installation must be kept to a minimum
- 1.2.7 The supplier must always have two standby machines (1 Color and 1 B/W) available in case of breakdowns
- 1.2.8 Devices quoted 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 hired fully functional.
- 1.2.9 Printing should be centralized, and the municipality is not liable for the charges associated with software licenses or usage.
- 1.2.10 The project will be evaluated on an 80/20-point score system (80 price and 20 Specific Points System)
- 1.2.11 Appointment will be subjected to vetting
- 1.2.12 Consumption/Usage will be negotiated as an industry and market standard.

Number	Specification
9 (Colour)	<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 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> (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)</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><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</b></p> <p><b>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> <p><b>Weight:</b> 114.0 lbs./51.7 kg</p> <p><b>Power Requirements:</b> 120V, 60Hz, 12A</p>

	<p> <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>Features:</b> Document Server </p> <p><b>Printer (Standard)</b></p> <p> <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; HPUX 10.x/11.x/11iv2/11iv3; Red Hat Linux Enterprise V4, V5, V6; SCO OpenServer </p>
	<p>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</p> <p> <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 </p> <p><b>Scanner (Standard)</b></p> <p> <b>Scanning Speed:</b> 50 ipm @ 300 dpi B&amp;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&amp;W: MH (default), MR, MMR, JBIG2  Full-Color: JPEG  <b>Scan Mode</b> B&amp;W: Text, Text/Line Art, Text/Photo,  Photo, Grayscale </p>

	<p>Full-Color: Text/Photo, Glossy Photo, ACS</p> <p><b>Standard Interfaces:</b> Ethernet 10Base-T/100Base-TX, Gigabit Ethernet (1000Base-T)</p> <p><b>Optional Interfaces:</b> Wireless LAN (IEEE 802.11a/b/g)</p> <p><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</p> <p><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</p> <p><b>Standard Features:</b> PDF Encryption, Drop Out Color Send, Scan-to-Email/SMB/FTP, LDAP Support, TWAIN Scanning</p> <p><b>Optional Features</b> Preview Before Transmission (TX Preview) ,Scan to URL</p> <p><b>Fax (Optional)</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 Auto Fallback</p> <p><b>Compression Method:</b> MH, MR, MMR, JBIG</p> <p><b>Scan Speed:</b> 2 seconds (Letter)</p> <p><b>Transmission Speed:</b> Approx. 2 seconds/page (JBIG)</p> <p><b>Memory:</b> 4 MB (approx. 320 pages)</p> <p><b>Memory Backup:</b> 1 hour</p> <p><b>Quick/Speed Dials:</b> 1,000 (2,000 with HDD Option)</p> <p><b>Group Dials:</b> 100 groups (max. 500 numbers per group)</p> <p><b>User Function Key:</b> 3 keys</p> <p><b>Standard Features:</b> Detection of Misplaced Documents, Double Check Destination Address,</p>
	<p>Direct SMTP, Fax Forward to Email/Folder, LDAP Support, Internet Fax (T.37), IP Fax (T.38), LAN</p> <p>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)</p> <p><b>Paper Weight:</b> 16 – 28 lb. Bond (60 – 105 g/m<sup>2</sup>) <b>Paper</b></p> <p><b>Capacity:</b> 500 sheets x 1 Tray</p>

19 (B/W)	<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" <b>Paper</b></p> <p><b>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 <b>Preset</b></p> <p><b>Reduction and Ratios:</b> 65%, 78%, 93%, 129%, 155% <b>Enlargement</b></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>
	<p><b>Standard Features:</b> Auto Off Timer, Combine Copy, Duplex Copying, Electronic Sort, Energy Saver Timer, Photo Mode, Series Copy, User Codes</p> <p><b>Printer Specifications</b></p>



	<p><b>CPU:</b> RM5231 400 MHz or Above</p> <p><b>Memory Capacity:</b> Standard: 640 MB (128 MB Resident + 512 MB DIMM) or Above</p> <p><b>Optional:</b> 80 GB HDD</p> <p><b>Page Description:</b> Standard: PCL5e/6, Genuine Adobe</p> <p><b>Languages:</b> PostScript</p> <p><b>Maximum Print:</b> 600 x 600 dpi</p> <p><b>Resolution</b></p> <p><b>Standard Interfaces:</b> 10Base-T/100Base-TX Ethernet (RJ-45), USB 2.0</p> <p><b>Optional Interfaces:</b> IEEE 802.11a/b/g, IEEE 1284, Gigabit Ethernet</p> <p><b>Network Protocols:</b> TCP/IP (IPv4, IPv6), IPX/SPX, AppleTalk</p> <p><b>Fonts for PCL 5e/6:</b> 45 Roman Fonts or Similar</p> <p><b>Fonts for PS3:</b> 136 Roman Fonts or Similar</p> <p><b>Network Operating:</b> 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 &amp; 5L Version 5.1/5.2/5.3; Mac OS 8.6 – 9.x; OSX 10.2 or later</p> <p><b>Utilities:</b> SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor</p> <p><b>Other Printer Features</b></p> <p>Bonjour Support, Classification Code, Mail-to-Print, PDF Direct Print, Sample/Hold/Stored/Locked Print, Store and Print, WSD Printer</p> <p><b>Scanner Specifications</b></p> <p><b>Scanning Speed:</b> Embedded Scan-to-Email: 22 ipm @200 dpi BW; 10 ipm @200 dpi Full-Color</p> <p><b>Scanning Resolution:</b> 100 to 600 dpi</p> <p><b>Grayscale:</b> 256 levels</p> <p><b>Scan Area:</b> Main: 8.5" (216 mm) Sub: 14.02" (356 mm)</p> <p><b>Compression Method:</b> BW: TIFF (MH, MR, MMR) Grayscale: JPEG Full-Color: JPEG</p> <p><b>Scan Mode:</b> BW: Text, Text/Line Art, Text/Photo, Photo, Grayscale Full-Color: Text/Photo, Glossy Photo</p> <p><b>Standard Interfaces:</b> 10Base-T/100Base-TX</p> <p><b>Optional Interfaces:</b> IEEE 802.11a/b/g; 1000Base-T</p> <p><b>File Formats:</b> Single Page PDF, TIFF, JPEG, Multi Page PDF, TIFF</p> <p><b>Scan Modes Supported</b> 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);</p> <p><b>Standard Features</b> Duplex Scanning, Embedded Scan-toEmail/Folder</p> <p><b>Fax Specifications</b></p>
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	<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</b>  <b>Capacity:</b> 500 sheets x 1 or 2 Trays </p>
7	<p> <b>Type Digital:</b> Black and White  <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>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 (colour)</b></p> <p><b>General Specification</b></p> <p><b>Paper Size (s)</b></p>
	<p>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>• <b>High Capacity Feeder</b></li> <li>• <b>High Capacity Scanner</b></li> <li>• <b>Multifunction Finisher</b></li> </ul> <p><b>Paper Size:</b></p> <p><b>Top Tray</b> : Maximum: 330 mm × 488 mm (13" × 19 3/16") : Minimum: 100 mm × 148 mm (3 15/16" × 5 27/32")</p> <p><b>Stacking Tray</b> : Maximum: 330 mm × 488 mm (13" × 19 3/16") Minimum: 182 mm × 182 mm (7 3/16" × 7 3/16")</p> <p><b>Booklet Tray</b> : Maximum: 330 mm × 457 mm (13" × 18") Minimum: 210 mm × 280 mm (8 1/4" × 11")</p> <p><b>Stapling:</b> <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 × 432 mm (11 11/16" × 17") (equivalent to A3) Minimum: 203 mm × 182 mm (8" × 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> <p><input type="checkbox"/> High Capacity</p> <p><b>Paper Size:</b> Maximum: 340 mm × 465 mm (13 3/8" × 18 5/16") Minimum: 90 mm × 148 mm (3 9/16" × 5 27/32")</p>

### **THE FUNCTIONALITY WILL CONSIST OF THE FOLLOWING**

<b>CRITERIA</b>	<b>(SCORE)</b>	<b>WEIGHT</b>
<ul style="list-style-type: none"> <li>Experience of the company(Attach appointment letter of similar project) (No reference letters)</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 company directors</li> </ul>	5=Relevant certificate in respect of the production machine 10= NQF level 5 15= NQF level 6 20=NQF level 7 or higher	20
<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 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 (Onsite Resource) (attach CVs)</li> </ul>	2=0 years to 1-year relevant experience 5=2 to 3 years of relevant experience 10=4 years + relevant experience	10
<b>Total Points</b>	<b>80</b>	

1.2.13 The minimum score for functionality will be 70%, bidders who score below 70% will not be considered for further evaluation.

1.2.14 This tender will be evaluated on 80/20 point score system, where 80 is for price and 20 on specific points specified for the tender

### **SPECIFIC GOALS POINTS SYSTEM**

<b>Specific Goal</b>	<b>Number of points allocated</b>	<b>Verification documents</b>
Black	5	CSD Report/ ID copies
Women	5	ID copies/CSD report
Youth	5	ID Copies/CSD report
Disability	5	Medical Certificate
	<b>20</b>	

**PREREQUISITE /SERVICE PROVIDER REQUIREMENTS**

- 1.2.15 All bidders must attend the compulsory briefing session
- 1.2.16 Bidders must attach signed declaration of interest forms attached to the bid document
- 1.2.17 Company registration certificate
- 1.2.18 Letter from SARS with a valid pin code
- 1.2.19 Power of attorney/ letter of authority for signatory if applicable
- 1.2.20 Joint venture agreements where applicable
- 1.2.21 Proof of municipal account (not in arrears for more than 90 days), if leasing; provide the lease agreement and copy of the owner's statement of municipal account or proof of residential address by a traditional authority in case of a non-ratable area for the business and all company directors not older than 3 months
- 1.2.22 SAPS certified ID copies of all directors/ members/ proprietors
- 1.2.23 CSD summary report
- 1.2.24 Letter of accreditation to install and maintain printers or OEM reseller certificate
- 1.2.25 All copies to be certified by SAPS

# **COMPULSORY MUNICIPAL BID DOCUMENTS**

## INVITATION TO BID

<p><b>(a) YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BA-PHALABORWA LOCAL MUNICIPALITY</b></p>
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BID NUMBER: .....

CLOSING DATE: .....

CLOSING TIME: .....

DESCRIPTION.....

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

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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)

<p>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</p>
---

**(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

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, shareholder):.....

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**

## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% black owned				
Woman				
Youth				
Directors with disability				

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ 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, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

---

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

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

$P_{\min}$

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\min}$  = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to

determine the applicable preference point system: or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

The 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
<ul style="list-style-type: none"><li>• 100% company owned/director/s/shareholders by people who are Black</li><li>• Woman</li><li>• Youth</li><li>• Directors with disability</li></ul>		

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 favorable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ 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, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

## 1. CONTRACT FORM - PURCHASE OF GOODS/SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## 2. PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of Tax Compliance Status;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2. ....

DATE: .....



**CONTRACT FORM - PURCHASE OF GOODS/SERVICES**

**3. PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....in my capacity as.....  
accept your bid under reference number .....dated.....for the supply of  
goods/services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/services delivered in accordance with the terms and  
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the  
delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....

4. CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

5. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

CONTRACT FORM - RENDERING OF SERVICES

6. PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I .....in my capacity as.....  
accept your bid under reference number .....dated.....for the rendering  
of services indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating service delivery instructions is forthcoming.
6. I undertake to make payment for the services rendered in accordance with the terms and conditions  
of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT).....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

## 7. CONTRACT FORM - TENDER FOR INCOME-GENERATING CONTRACTS<sup>1</sup>

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE LESSOR/ SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE LESSOR/ SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### 8. PART 1 (TO BE FILLED IN BY THE BIDDER)

13. I hereby undertake to lease property/ purchase all or any of the goods and/or services described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
14. The following documents shall be deemed to form and be read and construed as part of this agreement:
- (vii) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Special Conditions of Contract;
  - (viii) General Conditions of Contract; and
  - (ix) Other (specify)
15. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted covers the leased property/ all the goods and/or services specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
16. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
17. I undertake to make payment for the leased property/ goods/services as specified in the bidding documents.
18. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
19. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE: .....

## CONTRACT FORM - TENDER FOR INCOME-GENERATING CONTRACTS

<sup>1</sup> "Tender for income-generating contracts" has the same meaning as defined in the Preferential Procurement Regulations, 2022.

**9. PART 2 (TO BE FILLED IN BY THE LESSOR/ SELLER)**

7. I..... in my capacity as.....accept your bid under reference number .....dated.....for the leasing of property/ purchase of goods/services indicated hereunder and/or further specified in the annexure(s).
8. I undertake to make the leased property/ goods/services available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

3. ....

4. ....

DATE .....

## 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	<p>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).</p> <p><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></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		

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:		
Item	Question	Yes	No
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.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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



# 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.

**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: \_\_\_\_\_ that:  
(Name of Bidder)

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 consortium<sup>3</sup> 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);
- (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



## BA-PHALABORWA MUNICIPALITY

### Fraud and Corruption Declaration Form

I (Name) \_\_\_\_\_ duly authorized to act on behalf of (Company name) \_\_\_\_\_ hereby declare to Ba-Phalaborwa Municipality that the company:

- a. it has declared to Ba-Phalaborwa Municipality any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
- b. None of the directors of the company is employed by the state;
- c. The company is not blacklisted by the national treasury;
- d. Has not negotiated or tried to negotiate with any municipal official to try to gain information or preference to win the bid, if found the bidder's details will be submitted to national treasury for blacklisting of the company;
- e. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof;
- f. all the information submitted in the bid is truthful and there is no misrepresentation;
- g. it adheres to the Prevention and Combating of Corrupt Activities Act 12 of 2004;
- h. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by Ba-Phalaborwa Municipality;
- i. it has zero tolerance to Fraud and Corruption and has appropriate procedures in place to prevent and respond to Fraud and Corruption in line with the legislation.

The Company understands that a false statement or failure to disclose any relevant information.

which may impact upon Ba-Phalaborwa Municipality's decision to award a contract may result in the disqualification of the company from the bidding exercise and/or the withdrawal of any offer of a contract with Ba-Phalaborwa Municipality. Furthermore, in case a contract has already been awarded, Ba-Phalaborwa Municipality shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which the municipality may have by contract or by law.

#### Company Name:

.....

#### Name and Title of duly authorized representative.

Name: .....

Date: ..... Title: .....

Signature: .....

#### Witness

Name: ..... Signature ..... Date: .....

