



BID NOTICE / ADVERT

Makana Local Municipality hereby invites experienced and competent service provider Multi-functional Photocopiers machines lease agreement

Project Name	Contract Number	Point allocated	Date advertised	Closing Date
Multi-functional photocopiers machine lease agreement.	MLM/2016-17/MM/004	80/20	12/05/2016	31 May 2017 @12H00

Bidders are required to submit the following COMPLUSORY documents (copies must be certified):

- Certified copy of Founding Statement (CK / Company Registration Certificate), Trust Deed or Joint Venture agreement or certified affidavit confirming ownership of sole Proprietorship by commissioner of Oath copy must be submitted and failure will result in disqualification.
- A detailed company profile reflecting projects of similar nature.
- Bidders must be VAT registered and submit a valid SARS Tax Clearance status report with PIN Issued; failure to submit will result in disqualification.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & 9
- Billing clearance certificate/statement of municipal accounts / Lease agreement must be attached to and be returned with the tender documents.
- Tenderers must be registered as a supplier/service provider on the Makana Local Municipality supplier/service provider database and on CSD, if not already registered. Proof of CSD registration must be provided, failure to do that will lead to disqualification
- Failure to supply all mandatory documents will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.

- BBEE Certificates /original certified copies must be submitted and failure to do so will result in loss of points.
- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- Tenders submitted are to hold good for a period of 90 days

NEW PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2014 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price. Only bidders who score 70 points or more would be evaluated further and therefore Eligible for the award.

Multifunctional Photocopier	Specifications	Quantity
Standard A4 B/W, 40 to 50 copies/ minute	60 to 75 pages Auto Reverse Document Processor; Fax to Email; Network Printer With Colour Scanner; Mobile Printing Facility,500 Sheets Paper Tray & Duplex Facility	8
Standard A4 Colour and B/W, 30 copies/ minute	60 to 75 pages Auto Reverse Document Processor; Double-Sided Print; Copy; Mobile Printing; Colour Scanning; Fax to E-Mail Functionality; Finisher with Stapling Facility; 2 x 500 Sheets Paper Tray on Metal Cabinet with Wheels (Rollers) &	1
Standard A4 & A3 B/W, 30 copies/ minute	100 pages Auto Reverse Document Processor; Network Printer With Colour Scanner; Fax to E-Mail Functionality; Duplex Unit; 4 x 500 sheets per Paper Trays; 1000 pages Finisher with Stapling Facility and Passwords (Codes)	5
Standard A4 & A3 B/W & Colour, 25 copies/ minute	100 pages Auto Reverse Document Processor; Network Printer With Colour Scanner; Duplex Unit; 4 Paper Trays with 500 sheets per Paper; 1000 pages Finisher with Stapling Facility and Passwords (Codes)	1
Standard A4 & A3 B/W, 30 copies/ minute	100 pages Auto Reverse Document Processor; Network Printer With Colour Scanner; Duplex Unit; 2 x 500 sheets per Paper Trays on Metal Cabinet with Wheels (Rollers) and Passwords (Codes)	3
Standard A4 & A3 B/W, 30 copies/ minute	100 pages Auto Reverse Document Processor; Network Printer With Colour Scanner; Fax to E-Mail Functionality; Duplex Unit; 2 x 500 sheets per Paper Trays on Metal Cabinet with Wheels (Rollers) and Passwords (Codes)	1

REQUIREMENTS:

- 36 months rental at 0% escalation.
- Specify Price per Page (Black & White, Colour) Indicate Annual Increase subject to CPI Escalation
- Copiers to become the property of the Makana Municipality upon maturity of the lease.
- Prices on Maintenance To Include Parts, Labour Maintenance Repairs, Travel and Toner

Please Note:

- Please confirm that the proposed equipment has the equivalent capacities, speeds and functions as per the specifications provided.
- Failure to provide the correct and clear specification will result in disqualification.
- No refurbished, demo or 2nd hand equipment

PRE-QUALIFICATION ASSESSMENT – POINTS SCORING	
Pre-Qualification Category & Description	Points Allocation
EXPERIENCE (contactable reference to be provided and reference letters attached in order to claim points).	Total=100
Rental of Photocopy machines – 36 months contract. Company related experience = 50 points 10 points per reference letter to a maximum of 4 projects = 40 points Schedule of delivery of equipment = 10 points.	100

Bidders should take note of the above Pre-qualification criteria.

- a) The current and past experience on page is to be completed for Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirement will be based on the information provided by the bidder
 - i. Experience - The experience annexure must be completed.

Only list projects where copiers Rental Contract Services has been rendered.

- b) Bids that do not meet a minimum of 70 points out of 100 for the criteria listed above will not be considered further.

- Failure to supply all required and supplementary information will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.

Bid documents will be available at Budget & Treasury Offices: Grahamstown upon payment of R300.00 non – refundable cash fee for each contract document from briefing date meeting and is payable to Makana Municipality cash only.

Closing Date: Completed bid documents in sealed envelopes, clearly marked “**Multi-functional photocopiers machine lease agreement**”, Bid No. **MLM/2016-17/MM/004**” should be deposited in the tender box situated at No 86 High Street Ground Floor Budget & Treasury Department: Makana Local Municipality Offices Grahamstown not later than **31 May 2017 @ 12H00** where they will be opened in public.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed as follows: **IT Manager ,Mr. A.Tsewu ,
Tel: 046 602 4405**

All SCM related enquiries are to be directed as follows: **Ms. Z. Gxowa Tel: 046 603 6022**

Issued by office of the Acting Municipal Manager: **Mr. M Planga – 046 603 6291**


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MR. M PLANGA
ACTING MUNICIPAL MANAGER