

Blouberg Municipality



P.O. Box 1593  
SENWABARWANA 0790  
Tel: No.: 015 505 7100  
Fax: No.: 015 505 0568 / 0296  
E-mail: [blou@bloubergmunicipality.co.za](mailto:blou@bloubergmunicipality.co.za)

**Enquiries: Technical Queries: Sekgala Matome and Author Mojela**  
**SCM related queries: Makgoshing SP on 0155057100**

Date: 09/06/2017

1. Blouberg Local Municipality is hereby inviting quotations from prospective service providers who are registered on the Central Suppliers Database (CSD) for the supply and delivery of (Seven) 7 4 in 1 Photocopiers at Senwabarwana Head Office.

1.1 The following documents should be attached to quotations:

- a) The updated/recent CSD supplier registration summary report; (not older than 3 months)
- b) An original or certified copy of valid B-BBEE certificate;
- c) A fully completed and signed MBD4, MBD6.1 and MBD8 (downloadable from <http://www.blouberg.gov.za>)
- d) Certified copy of the latest Municipal Account with Municipal rates & service charges ; ( NB Bidders may not be in arrears for more than 3 months with these rates and charges

1.2 The following conditions and rules will apply for this project:

- a) The Supplier shall insure liability for equipment s during the delivery and installation; Liability will shift from the supplier to the municipality after projects is handed over;
- b) Price(s) quoted must be valid for at least thirty days (30) days from the date of this offer;
- c) Price(s) must be firm and inclusive of VAT , if applicable;
- d) Incomplete quotations will be disqualified from further evaluation;
- e) Payment will be effected within 30 days of receipt of invoice;
- f) Blouberg Local Municipality reserves the right to accept OR not accept any quotation.
- g) Successful bidder may be required to sign a maintenance service agreement of 24 months with the municipality.

2. Specifications of the features for 7 x Photocopiers:

High quality quality equipment from reputable brands and compatible.
Between 35-40 ppm
Multi-function of Copy/Print/Scan and Fax
Average Volume of 10000
Peak Volume of 15000
Max Life Volume 1 080 000

**BLOUBERG MUNICIPALITY**

12-06-2017

P.O. BOX 1593  
SENWABARWANA, 0790  
TEL: 015 505 7100

### 3. Evaluation Criteria

- Bidders must achieve a minimum of 65% functionality points in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than the minimum score points will be disqualified from further evaluation.

FUNCTIONALITY		
Criteria	Weight	Applicable Values
Proof of RELEVANT experience in Supply and Delivery of Photocopier machines Attach appointment letters with contactable references on Client's company letterhead 05 points per projects with a maximum of 06 projects at 30 points.	30	Poor = 1 Average = 2 Good = 3
Specify Warranty Period for each equipment [effective after the project is complete and handed over Blouberg Local Municipality] 2.5 per month and with a maximum of 12 months at 30 points	30	Very Good = 4 Excellent = 5
Office location: 100km radius of our head office=10 points and 101km plus radius of our head office= 5 points	10	
Maintenance Plan (including CV for at least two Technicians with qualifications) Detailed Plan=5 points and Dipl and Degree=5 points while certificate=2 points	10	
<b>Total functionality Score</b>	<b>80</b>	

- Preference Point System, (80/20).** Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.
- Kindly direct all technical enquiries to **Miss Mojela A and Mr Sekgala M** at **015 505 7100** between 08:00 and 16:00. All quotations should be submitted at Senwabarwana, Blouberg Local Municipality Tender Box at Reception by latest [Date] 19 June 2017 at 11:00, clearly marked **"SUPPLY AND DELIVERY OF 7 (4 IN 1) Photocopier Machines"**. No quotation will be accepted after the closing date.
- Blouberg Local Municipality reserves the right to accept any quotation.

*Machaba MJ*  
 .....  
 Machaba MJ  
 Acting Municipal Manager

