

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: LEASING OF 10 PHOTOCOPY MACHINES FOR PERIOD OF 36 MONTHS

TERMS OF REFERENCE

LEASING/RENTING OF 10 PHOTOCOPY MACHINES

Project Number: BM34/17/18

1. INTRODUCTION

1.1 INVITATION

Proposals are hereby invited from suitable service providers for the provision of 36 months leasing of 10 Photocopy Machines for Blouberg Local Municipality (“BLM”).

1.2 BRIEFING SESSION

An optional briefing session will be held as follows:

DATE	23 August 2017
TIME	11:00am
VENUE	BLOUBERG MUNICIPALITY COUNCIL CHAMBER

1.3 CLOSING DETAILS

The closing details for the project proposal are as follows.

DATE	05 September 2017
TIME	11H00AM
VENUE	BLOUBERG MUNICIPALITY COUNCIL CHAMBER

2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile with company's experience
- Recent CSD report
- Curriculum Vitae of technicians and their qualifications
- Certified ID copies of owner/s
- Proof of expertise and reference on similar projects.
- Certified B-BBEE Certificate issued by accredited agency (Non submission will be awarded zero (0) points.
- Recent proof of municipal rates and taxes from billing municipality or copy of signed Lease agreement
- Indemnity Insurance

3. PURPOSE OF THE ASSIGNMENT

The purpose of these terms of reference is to request a suitable service provider to submit a proposal with regard to Leasing/Renting of 10 Photocopy Machines services to the BLM.

4. BACKGROUND

4.1 Blouberg Municipality ("BLM") seeks proposals from qualified firms or companies to Provide Leasing/Renting services of 6 photocopy machines. These machines will be allocated to the following locations: Head office in Senwabarwana, Traffic Station, Eldorado Satellite office, Tolwe Satellite office, Alldays, Inveraan, Langlaagte and Raweshi Satellite office.

5. SCOPE OF WORK AND DELIVERABLES

SPECIFICATION DESCRIPTION: Specification For Leasing/Rental of Photocopy Machines

5.1 Head office and Traffic Station Photocopy Machines x 2

5.1.1. Machine Capabilities

- Standard Capabilities
- Optional Capabilities
- Rated Speed
- Recommended Average

Terms of Reference for Leasing/Renting of 10 x Photocopy Machines for BLM-BM34/17/18

- Monthly Volume
- Automatic two sided printing
- Finishing: Advanced Finisher

5.1.2 Copy Print Speed

- 50/60 PPM(64-105gsm)uncoated

5.1.3 Standard Function

- Copy,Print and Colour
- Scanning while doing other jobs
- Faxing while making copies

5.1.4 Duty Cycle

- Up to 300,000 pages per month

5.1.5 Copy Resolution

- Print/Copy:2400 x 2400 dpi
- Scan:200 x 200,300x 300,400x400 and 600x600
- Line Screen: 600.300.200 and 150 clustered Dot.
200tated line Screen

5.1.6 Paper (Flexibility & Weights

Internal Trays 64-220 gsm uncoated and coated

- Tray1 500sht
- Tray2 500sht
- Tray3 870 sht
- Tray4 1140 sht

201 Finishing Options

5.1.7 Advance Finisher

- 500 sheet top tray
- 3000 sheet stacker tray
- Multi-position stapling coated and uncoated paper, up to 50 sheets
- Hole punching

5.2 Seven Machines for Satellite offices

5.2.1 Machine Capabilities

- Standard Capabilities
- Optional Capabilities
- Rated Speed
- Recommended Average
- Monthly Volume
- Automatic two sided printing
- Scan,Fax,Print and Copy
- Finishing: Office Finisher

5.2.2 Copy Print Speed

Terms of Reference for Leasing/Renting of 10 x Photocopy Machines for BLM-BM34/17/18

- 35PPM

5.2.3 Duty Cycle

- Up to 150000 pages per month

5.2.4 Paper Handling

- Duplex Automatic Document Feeder:110sheets,Std sizes:5.5x8.5 in.to11x17in./A5toA3;Custom size;3.3x4.9in to 11.17x17in./85x125mmto297x432mm

5.2.5 Office Finisher

- 2,000-sheet sstacker,50 sheets stapled,3-position stapling, optional hole-punch, optional booklet maker

5.2.6 Resolution Copy

- 600 x 600 dpi

Print

- 1200 x 1200 dpi

5.2.7 Security

Standard

- 256-bit hard disk encryption, Image Overwrite(Password protected)

Optional

- CAC,Secure Access Unified ID System

5.3 Head Office

5.4.1 Copy Print Speed

- 100/110/125 PPM – 8.5" x 11" (A4)
- 56/69/78 PPM – 8.5" x 14" (B4)
- 50/55/62 PPM – 11" x 17" (A3)
- 34/34/34 PPM – 12" x 18" (SRA3)

5.3.2 Resolution Print

- 2400 x 2400 dpi
- RIP: 1200 x 1200 dpi

5.3.3 Scan

- 600 x 600 dpi
- Line Screens

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- 106 lpi (default) or 150 lpi (high quality mode)
- Recommended average monthly volume:
70,000 - 700,000 pages per month

5.3.4 Duty cycle

- 2,000,000 pages per month

5.3.5 Capabilities

Monochrome printing

Printed Sides

Duplex

MICR

5.4.6 Paper Handling

Paper sources

5 Standard

Standard paper capacity

4,050 sheets

Maximum paper capacity with options

8,050 sheets

Media Dimensions - Minimum

4" x 6"

6. TERMINATION OF THE CONTRACT

6.1 A contract/s with a successful Bidder/s may be terminated by BLOUBERG MUNICIPALITY on the grounds of valid commercial or operational requirements that were not foreseen at the time of the Request for Bid being submitted and the contract being entered into. BLOUBERG MUNICIPALITY, if it wishes to terminate the contract, shall be required to give 30 (thirty) days written notice of its intention to terminate the contract. Such notice must be preceded by bona fide discussion between the BLOUBERG MUNICIPALITY and the successful Bidder. In this instance BLOUBERG MUNICIPALITY shall only remain liable for all amounts due to the successful Bidder with respect to the period ending on the date of the cancellation, and shall not be held liable for any damages or losses on the basis of such a termination of the contract.

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7. EVALUATION METHODOLOGIES

Broad-Based Black Economic Empowerment (B-BBEE)

7.1 Provisions of the PREFERENTIAL PROCUREMENT REGULATION 2017 and its regulation will apply in terms of awarding points.

7.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with bids, to substantiate their B-BBEE rating claims.

7.3 Bidders who do not submit their B-BBEE status level verification certificates or are non complaint contributors to B-BBEE will not qualify for preference points for B-BBE.

7.4 In case of Exempted Micro Enterprise (EMEs),AO/AA must ensure that the B-BBEE status Level Verification Certificates submitted are issued by the following agencies :

Verification agencies accredited by SANAS; OR

Registered auditors approved by IRBA

7.5 The table below depicts the B-BBEE status level of contribution:

B-BBEE STATUS LEVEL OF CONTRIBUTION	NO. OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
NON COMPLIANT CONTRIBUTOR	0

8. Company Experience

8.1 Service providers should have at least two (3) years' experience in providing similar services and should provide proof accompanied by correspondence from referees indicating that such services were rendered as well as their contactable references.

9. EVALUATION CRITERIA

With regards to technicality / functionality, the following criteria shall be applicable and the maximum points of each criterion are indicated in the table below:

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Technical / Functional Criteria	Points
<p>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.</p>	30
<p>Technical Team At least 2 technicians with their Id copies and experience profile. Relevant Certificate/Diploma=5 points per technician Degree/Post Graduate=7.5 points per technician</p>	15
<p>Maintenance plan Attached</p>	20
<p>Office Location Office location:100km radius of our head office=10 points and 101km plus radius of our head office= 5 points NB Attach Municipal Statement Account or rental lease agreement as a proof</p>	10
<p>Indemnity Insurance(Valid)</p>	25
Total	100

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Bidders scoring less than 70 out of 100 points on functional / technical criteria will not be further evaluated on Price and BBEE point's allocation.

Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2000 as amended.

10. PRICING

R _____ Per Month

R _____ Total Amount for 36 months (Vat Inclu)

NB Please attach the detailed price breakdown per machine on quotation.

END OF THE TERMS OF REFERENCE

Approved By

Machaba MJ

Municipal Manager

