Church Square

PO Box 71

GRAAFF REINET

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**INVITATION TO QUOTE – BEY-SCM-189**

**RENTAL OF PHOTOCOPIER MACHINE FOR A PERIOD OF 6 MONTHS**

Quotations are hereby invited from prospective suppliers for the rental of the following copier machines for a period of 6 months only.

Quotations should include:

* Full installation costs
* Full service contract must include, parts, labour, maintenance, imaging units and toners
* Service charges per copy including parts, labour, toner, travel and image units to be provided

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| --- | --- | --- | --- | --- |
| Quantity | Product | Lease: Price Excl Vat | | Service charges per copy: Price Excl Vat |
| 1 8 | COPIER ONE (MONO)  40 Copies/ Prints per Minute. Scans — up to 45ipm.  A4/A5/A6 Copying/ Printing.   * Reverse Automatic Document Feeder — 50 sheets (52 to 120gsm). * I x 550 Sheet Paper Supply (60 to 120 gsm)/ 100 sheet bypass (60 to 63gsm).   Custom sizes.   * Automatic Duplex Unit (60 to 90gsm). * Network Printing & Mobile Printing — 20 B memoy/320GB HDD. * Network Faxing — Super G3, PC Fax, I.P-Fax, i-Fax. * Network Scanning — Scan to Email/FTP/ SMB/WebDAV/USB/HDD/WSD/Network Twain & full colour. * Network Utility and Management Tool software |  | |  |
| 3 | COPIER TWO (MONO)  55 Copies/ Prints per Minute.  Scans - up to 160ipm.  A3/A4/A5/A6 Copying/ Printing.   * Dual scan Document Feeder— 100 sheets (35-1 63gsm). * 2 X 500 Sheet Paper Supply (52 to 256 gsm)/ 1 50 sheet bypass (50 to 300gsm• Automatic Duplex Unit (52 to 256gsm). |  |  | |

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|  | * Network Printing & Mobile Printing — 4C B memory/250GB HDD. * Network Faxing - Super 03, PC Fax,   I.P- Fax, Colour i-Fax.   * Network Scanning - Scan to Email/FTP/   SMB/WebDAV/USB/BOX/Network Twain   * Network Utility and Management Tool software. * 1 00 sheet finisher |  |  |
| 2 | COPIER THREE (MONO)  75 Copies/ Prints per Minute.  Scans — up to 160ipm.  A3/A4/A5/A6 Copying/ Printing.   * Dual scan Document Feeder- 100 sheets (35-1 63gsm). * 2 X 500 Sheet Paper Supply (52 to 256 gsm)/ 150 sheet bypass (50 to 300gsm) * Automatic Duplex Unit (52 to 256gsm). * Network Printing & Mobile Printing - 40 B memory/250CB HDD. * Network Scanning — Scan to Email/FTP/SMB/WebDAV/USB/BOX/Network Twain * Network Utility and Management Tool software. * 1 00 sheet finisher |  |  |
| 1 | COPIER FOUR Volume -Print Room)   1. 110 Copies/ Prints per Minute.   Scans — up to 160ipm.  A3/A4/A5/A6 Copying/ Printing.   * Dual scan Document Feeder- 100 sheets (35-1 63csm). * 2 X 500 Sheet Paper Supply (52 to 256gsm) * / 150 sheet bypass (50 to 300gsm). * 1X4000 Sheet extra paper supply. * Automatic Duplex Unit (52 to 256gsm). * Network Printing & Mobile Printing — 4GB memoy/250GB HDD. * Network Scanning — Scan to Email/FTP/SM B/WebDAV/USB/BOX/Network Twain. * Network Utility and Management Tool soft ware. * BOOKLET FINISHER 100 SHEETS * PUNCH KIT |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7 | COPIER FIVE (COLOUR)   * 28 Colour/Mono Copies/ Prints per Minute. * Scans — up to 45ipm. * A3/A4/A5/A6 Copying/ Printing. * Reverse Automatic Document Feeder- 13O sheets (35 to 128gsm). * 2 x 500 Sheet Paper Supply (60 to 256gsm) / 100 sheet bypass (60 to 256gsm). Custom sizes. * Automatic Duplex Unit (60 to 209gsm). * Network Printing & Mobile Printing - 2GB memory. 250 GB (Shared with the copier) And Optional 2500B HDD. * Network Faxing — Super G3, I.P- Fax, i-Fax Colour/Mono. * Network Scanning –to Email/FTP/SMB/Web DAV/USB/HDD/WSD/DPWS/Network Twain & full CoIour. * Network Utility and Management Tool soft ware |  |  |
| 4 | COPIER SIX (COLOUR)   * 55 Colour/Mono Copies/ Prints per Minute. * Scans — up to 160ipm. * A3/A4/A5 Copying/ Printing. * Dual Scan Reverse Automatic Document Feeder— 100 sheets (35 to 1 63gsm). * 2 x 500 Sheet Paper Supply (52 to 256gsm) / 1 50 sheet bypass (60 to 300gsm).   Custom sizes.   * Automatic Duplex Unit (52 to 256gsm). * Network Printing & Mobile Printing - 2,048 MB memory. 250GB HDD. * Network Faxing — Super G3, I.P- Fax, i-Fax Colour/Mono. * Network Scanning —to Email/FTP/SMB/Web DAV/USB/HDD/WSD/DPWS/Network Twain & full colour. * Network Utility and Management Tool soft ware. * Finisher— 100 sheets |  |  |
|  | COPIER SEVEN (COLOUR) X 1 UNIT (High  Volume- Print Room)   * 75 Colour/Mono Copies/ Prints per Minute. * Scans — up to 120ipm in simplex, up to 240 ipm in duplex. * A3/A4/A5 Copying/ Printing. |  |  |
|  | * Dual Scan Reverse Automatic Document Feeder — 300 sheets (35 to 21O gsm). * 2 x 500 Sheet Paper Supply (52 to 256gsm) / 150 sheet bypass (60 to 300gsm).   Custom sizes.   * Automatic Duplex Unit (52 to 256gsm). * Network Printing & Mobile Printing — 4.096 MB memory. 250CB I-ADD. * Network Scanning -to Email/FTP/SMB/Web DAV/USB/HDD/WSD/DPWS/URL Network Twain, colour. * Network Utility and Management Tool software. * BOOKLET FINISHER 100 SHEETS * PUNCH KIT |  |  |
|  | SOFTWARE 1:  Fully integrated Copy and Print Reporting. |  |  |
|  | TOTAL |  |  |
|  | VAT |  |  |
|  | TOTAL INCL OF VAT |  |  |

Quotations must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY-SCM-189**", not later than **12h00 on Friday, 26TH of October 2018** and will be opened in public immediately thereafter.

**Note:**

1. Faxed, e-mailed or late quotations will not be accepted.
2. Price to include VAT (if registered for vat) and disbursement costs involved with the project.
3. The tender will be evaluated on 80/20 system.
4. All suppliers must be registered on the **CENTRAL SUPPLIER DATABASE**. Log onto[**www.csd.gov.za**](http://www.csd.gov.za)for registration.
5. Most recent CSD registration reports must be submitted.
6. **Attached declaration of interest form needs to be completed.**
7. SARS Verification pins to be supplied.
8. Items must be delivered within 30 days of receipt of order
9. No deposit or payment upon delivery
10. General conditions (National Treasury) will apply
11. Bidders should deem themselves unsuccessful if not contacted within two weeks after closing
12. A current certified Municipal (rates & services) clearance certificate to be submitted.
13. A current certified BBBEE status level certificate must be submitted in order to claim preference points.
14. Council is not bound to accept the lowest or any tender and reserves the right to accept any tender or part thereof.
15. For further details contact, **Mrs. H.KOK a**t 049 807 5748

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state[[1]](#footnote-1)\*.

1. 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 favouritism, 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 authorised representative declare their positionin relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: …………………………………………………………………………

3.2 Identity Number: …………………………………………………………………

3.3 Company Registration Number: …………………………………………………

3.4 Tax Reference Number: …………………………………………………………

3.5 VAT Registration Number: ………………………………………………………

3.6 Are you presently in the service of the state**[[2]](#footnote-2)\*** **YES / NO**

3.6.1 If so, furnish particulars.

………………………………………………………………

………………………………………………………………

3.7 Have you been in the service of the state for the past **YES / NO**

twelve months?

* + 1. If so, furnish particulars.

………………………………………………………………

………………………………………………………………

3.8 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?

3.8.1 If so, furnish particulars.

………………………………………………………………

………………………………………………………………

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

…………………………………………………………….

…………………………………………………………….

## YES / NO

## YES / NO

3.10 Are any of the company’s directors, managers, principal **YES / NO**

shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

………………………………………………………………

………………………………………………………………

* 1. Are any spouse, child or parent of the company’s directors, **YES / NO**

managers, principal shareholders or stakeholders in service

of the state?

3.11.1 If so, furnish particulars.

………………………………………………………………

………………………………………………………………

# CERTIFICATION

**I, THE UNDERSIGNED (NAME**) ………………………………………………………………………

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE**

**FALSE.**

………………………………….. ……………………………………..

Signature Date

…………………………………. …………………………………………………………………………….

Position Name of Bidder

1. [↑](#footnote-ref-1)
2. **\*** MSCM Regulations: “in the service of the state” means to be –

   a member of –

   any municipal council;

   any provincial legislature; or

   the national Assembly or the national Council of provinces;

   a member of the board of directors of any municipal entity;

   an official of any municipality or municipal entity;

   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);

   a member of the accounting authority of any national or provincial public entity; or

   an employee of Parliament or a provincial legislature. [↑](#footnote-ref-2)