

Bid No: SCM 49/2023/24

Supply Chain enquiries: 016 973 8742/44

Date: 24 April 2024

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY OF HIGH-CAPACITY SCANNERS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **03 May 2024 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Submit quotation on a company letterhead.**
- **MBD 6.1** - must be completed and supporting documents be attached for points allocation.
- Please attach a brochure with **Pictures and Specifications** of the product you intend to supply.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality) for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days, In a case of Municipal account being in a family members name, **ONLY MUNICIPAL Account** where the address of the Account matches the address on the company registration documents will be accepted) if not in arrears for more than 3 months, or **Lease agreement** where the bidder is the lessee or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY OF HIGH-CAPACITY SCANNERS FOR THE FINANCE DIVISION.

NO:	DESCRIPTION (A full description of the item you are requesting including size or measurements)	QUANTITY
1	Scanner (HP Equivalent)	5
	- Scanner type: Sheetfed, - Scan resolution, optical: Up to 600 dpi, - Automatic document feeder scan speed: Up to 40 ppm / 80 ipm, Duplex ADF scanning, Connectivity: Ethernet 10/100 Base-T, USB 3.0, Wi-Fi 802.11 b/g/n, Wi-Fi Direct, - Automatic document feeder capacity: Standard, 50 sheets, Display: Resistive, RGB colour and 7.1 cm (2.8 in) touch panel with a resolution of 140 dpi (240 x 320 dots).	
2	Shredder (Rexel Equivalent)	2
	- Auto feed for 225 sheets - Manual slot for up to 10 sheets (80 gsm) - P4 Cross Cut (4x28mm) - Easy empty 60L bin capacity with pull out bin - Anti jam technology for preventing paper jams - Suitable for up to A4 size paper, shreds credit cards, staples and paper clips 30m inutes continuous run time with fan cooling - Touch control panel and infra-red bin full sensor	
3	Printer (HP Equivalent)	2
	5000 copies per month - Minimum 23 pages per minute - Colour network printer - Print/copy/ scan/e-mail/fax - Colour scanner - Automatic duplex printing and copying - Print from and scan to USB	

RETURNABLES

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