

Sedibeng District Municipality



BID DOCUMENT

Tender No.	8/2/2/15-2023
Closing Date and Time	Friday, 05 April 2024@12H00
Description	
Appointment of A Panel of suitable service providers for Supply and Delivery of Computer Equipment, Printers and other Peripherals to Sedibeng District Municipality	
Contractor / Bidder	
Bid amount	R
Physical address	
Contact person	
Telephone no.	
Fax no.	
Cell no.	
Email address	
Central Supplier Database No.	
*****SUBMIT TWO COPIES (02) MARKED CLEARLY:“ ORIGINAL” AND “COPY”	

CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
 - a) Tender Form
 - b) Form of Offer
 - c) Declaration of interest
 - d) Certificate of independent Bid Determination
 - e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
 - f) A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).
 - g) Proof of registration for VAT (if applicable).
 - h) Valid B-BBEE Certificate Certified copy
 - i) Central Supplier Database (CSD) Registration Number.

In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.

2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.
8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so doing within a period (3 days) (*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.
9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the tender the Sedibeng District Municipality reserves in terms of rights to cancel this

tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.

10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**
11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**
12. Bidders must ensure that, the company status is “**in business**” with the **Company and Intellectual Property Commission (CIPC)**.
13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at csd@treasury.gov.za or 012 406 9222 for any assistance.
14. Exempted Micro Enterprises can submit a letter from the accounting officer; and
15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

Sedibeng District Municipality
RFQ Number: 8/2/2/15-2023

DOCUMENT	
INVITATION TO BID	MBD 1
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – PROFESSIONAL SERVICES	MBD 3.3
DECLARATION OF INTEREST	MBD 4
PREFERENCE POINTS CLAIM FORM	MBD 6.1
CONTRACT FORM – PURCHASE OF GOODS	MBD 7
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	MBD 8
CERTIFICATE OF INDEPENDENT BID DETERMINATION	MBD 9
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY					
BID NUMBER:	8/2/215-2023	CLOSING DATE:	Friday, 05 April 2024	CLOSING TIME:	12:00AM
DESCRIPTION	Appointment of A Panel of suitable service providers for Supply and Delivery of Computer Equipment, Printers and other Peripherals to Sedibeng District Municipality				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

**MUNICIPAL BUILDING
GROUND FLOOR
CORNER BEACONSFIELD AND LESLIE
VEREENIGING**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS ATTACHED:	PIN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CSD REPORT ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No
B-BBEE STATUS [TICK APPLICABLE BOX]					
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No		OR,	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>[AN ORIGINAL B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE</i>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?					
<input type="checkbox"/> Yes [IF YES ENCLOSE PROOF] <input type="checkbox"/> No					
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?					
<input type="checkbox"/> Yes [IF YES, ANSWER PART B:3] <input type="checkbox"/> No					

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Corporate Services
CONTACT PERSON	Madikgomo Ramonana	CONTACT PERSON	Mr. Naeem Monga Mr. Cedric Phokane
TELEPHONE NUMBER	066 472 7253	TELEPHONE NUMBER	083 371 1299 073 537 7866
E-MAIL ADDRESS	madikgomor@sedibeng.gov.za	E-MAIL ADDRESS	naeemm@sedibeng.gov.za cedricp@sedibeng.gov.za



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions Of Contract (GCC) and, if applicable, any other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b: 3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO N/A
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO N/A
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO N/A
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO N/A
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO N/A

If the answer is “NO” to all the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:.....

**MBD1-A
ATTACH SARS
TAX CLEARANCE PIN
HERE**

(NB: Failure to attach a current SARS PIN may result in your bid being non-responsive)

MIBD2:
DISCONTINUED
MIFMA CIRCULAR
NO.90



Appointment of A Panel of suitable service providers for Supply and Delivery of Computer Equipment, Printers and other Peripherals to Sedibeng District Municipality
BID NO: 8/2/15-2023

Sedibeng District Municipality is requesting bidders to submit tenders for the supply of computer equipment, printers, peripherals and software as listed below. The contract will run for a period of three years, renewed yearly based on supplier performance and subject to budget availability. This contract will not be exclusive and will not bind the council to a sole supplier for the term.

EXPERIENCE

Companies wishing to tender for this project must have demonstrable experience of the following:

- Familiarity with the role and responsibility of Local Government;
- Supply and delivery of the required peripherals; and
- A record of accomplishment in supplying the hardware as specified in this document.

A complete portfolio including references should be included, demonstrating the ability to deliver the required products in a timely manner.

SPECIFICATION

The following list of items will be used as a benchmark for awarding the tender in terms of the Supply Chain Management Procurement Policy. An ad hoc selection of hardware and software items is used in the specification matrix. Items procured under this tender will not be limited to these items.

The quantity for each unit is one (single) in order to do comparative pricing.

Vendors are requested to quote on the items below, matching the specifications as stipulated. The make and model number of the items quoted on must be clearly stipulated. Failure to disclose this information will lead to disqualification of the bid.

Pricing must be inclusive of value added tax, delivery charges and any other relevant charges.

NO	ITEM	DESCRIPTION	MAKE & MODEL	PRICE
2.1	43" Monitor	Screen Type: UHD LED Resolution: 3840 x 2160 Smart: Yes HDMI Inputs: 3 USB Inputs: 2		

		Wi-Fi Ready: Yes Wireless LAN Built In: Yes Bluetooth Technology: Yes Internet Ready: Yes Remote Included: Yes 2 year guarantee		
2.2	Desktop computer	Mini tower Processor: Core i5 12400 (18M Cache, up to 4.4 GHz) Memory: 16 GB DDR4 SSD: 1TB SSD Optical drive: DVD-Writer Graphics: Intel HD Ports: USB Connectivity: Ethernet, Wi-Fi, Bluetooth O/S: Windows 11 Pro 64-bit Wired keyboard and mouse		
2.3	Laptop 1	Processor: 12th Generation Intel® Core™ i3-1215U Processor (4MB Cache, up to 4.40 GHz) Graphics: Intel® UHD Graphics 620 with shared graphics memory Display: 15.6-inch HD (1366 x 768) Anti-Glare LED-Backlit Non-touch Display Memory: 8GB, 8Gx1, DDR4, 3200MHz SSD: 256GB PCIe NVMe M.2 Ports: 1 x SD Card Reader 1 x USB 2.0 1 x Optical Disk Drive (Available on select configurations) 1 x Wedge-shaped lock slot 1 x Power 1 x HDMI 1.4b 1 x RJ45 (Available on select configurations) 2 x USB 3.1 Gen 1 1 x Headphone & Microphone Audio Jack Optical drive: Built-in DVD-RW Camera: Integrated widescreen HD (720p) Webcam with Single Digital Microphone Audio & speakers: 2 tuned speakers with Waves MaxxAudio® Pro 1 combo headphone / microphone jack Wireless: 802.11bgn 1x1 WiFi & BT 5.3 O/S: Windows 11 Pro 64 Bit Accessories: Laptop bag		
2.4	Laptop 2	Processor: 13th Gen Core i7-1355U up to 5.00GHz Graphics: Intel® UHD Graphics 620 with shared graphics memory Display: 15.6-inch FHD (1920 x 1080) Anti-Glare LED-Backlit Non-touch Display Memory: 16GB LPDDR5 RAM SSD: 512GB NVMe SSD Ports: 1 x SD Card Reader 1 x USB 2.0 1 x Optical Disk Drive (Available on select configurations) 1 x Wedge-shaped lock slot 1 x Power 1 x HDMI 1.4b 1 x RJ45 (Available on select configurations) 2 x USB 3.1 Gen 1 1 x Headphone & Microphone Audio Jack Optical drive: Built-in DVD-RW		

		<p>Camera: Integrated widescreen HD (720p) Webcam with Single Digital Microphone</p> <p>Audio & speakers: 2 tuned speakers with Waves MaxxAudio® Pro 1 combo headphone / microphone jack</p> <p>Wireless: 802.11ac 1x1 WiFi & BT 5.1</p> <p>O/S: Windows 11 Pro 64 Bit</p> <p>Accessories: Laptop bag</p>		
2.5	Laptop 3	<p>Processor 12th Gen Core i5-1235U up to 4.40GHz</p> <p>Graphics: Intel® UHD Graphics 620</p> <p>Display: 13.3-inch FHD (1920 x 1080) Infinity Edge display, 100% sRGB</p> <p>Memory: 16GB DDR4 RAM</p> <p>SSD: 512GB NVMe SSD</p> <p>Ports: 2 x Thunderbolt™ 3 with Power Delivery & Display Port (4 lanes of PCI Express Gen 3) 1 x USB-C 3.1 with Power Delivery & Display Port 1 x headset jack</p> <p>Camera: Widescreen HD (720p) webcam with 4 array digital microphones; Windows Hello compliant infrared camera</p> <p>Audio & speakers: Stereo speakers professionally tuned with Waves MaxxAudio® Pro; 1W x 2 = 2W total 4 Digital Array Microphones; Far Field Cortana Capable</p> <p>Wireless: Intel® 8265 802.11ac [2x2] for Vpro + Bluetooth 5.1</p> <p>O/S: Windows 11 Pro 64 Bit</p> <p>Accessories: Laptop bag</p>		
2.6	Colour Multifunction printer	<p>Device Type: Multifunction printer</p> <p>Printing Technology: Ink-jet (colour)</p> <p>Monthly Duty Cycle (max): 30,000 pages</p> <p>Recommended Monthly Volume: 250 - 2000 pages</p> <p>Max Copying Speed: Up to 37 ppm (mono) / up to 37 ppm (colour)</p> <p>Max Copying Resolution: Up to 600 dpi (mono) / up to 600 dpi (colour)</p> <p>Max Printing Speed: Up to 37 ppm (mono) / up to 37 ppm (colour)</p> <p>Max Printing Resolution: Up to 1200 x 1200 dpi (mono) / up to 4800 x 1200 dpi (colour)</p> <p>Fax Resolutions: 203 x 98 dpi, 203 x 196 dpi, 300 x 300 dpi, 200 x 200 dpi</p> <p>Scanning: 1200 x 1200 dpi</p> <p>Display 4.3"</p> <p>Document Feeder Capacity: 50 sheets</p> <p>Media Size: 76.2 x 127 mm (min) - Legal (216 x 356 mm), A4 (210 x 297 mm) (max)</p> <p>Media Type: Plain paper, recycled paper, photo paper, thick paper, card stock, light-weight paper, glossy paper, matte paper</p> <p>Standard Media Capacity: 250 sheets</p> <p>Max Media Capacity: 500 sheets</p> <p>Output Trays Capacity: 150 sheets</p> <p>Automatic Duplexing: Yes (copying) Yes (printing) Yes (scanning)</p> <p>Interface: USB 2.0, LAN, Wi-Fi(n), USB host, NFC</p> <p>Office Machine Features: Print from USB flash drive, scan to e-mail, fax to e-mail, Environmental</p> <p>Standards: ENERGY STAR Qualified</p> <p>Manufacturer Warranty: 3 years warranty</p> <p>Cable: USB included</p>		

2.7	Colour Laser printer	<p>Functions: Print, copy, scan</p> <p>Multitasking supported: Yes</p> <p>Print speed black: Normal: Up to 47 ppm [1]</p> <p>Print speed colour: Normal: Up to 47 ppm [1]</p> <p>Duty cycle (monthly, A4): Up to 100,000 pages</p> <p>Recommended monthly page volume: 2,000 to 14,000 HP</p> <p>Print technology: Laser</p> <p>Print quality black (best): Black: Up to 1200 x 1200 dpi Colour: Up to 1200 x 1200 dpi</p> <p>Display: 20.3 cm (8.0 in) Colour Graphics Display (CGD) with touchscreen; Rotating (adjustable angle) display; Illuminated Home button (for quick return to the Home menu)</p> <p>Processor speed: 1.2 GHz</p> <p>Automatic paper sensor: Yes</p> <p>Connectivity: 1 Hi-Speed Device USB 2.0; 2 Host USB (1 walk-up and 1 external accessible); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket HP Jetdirect 2900nw Print Server J8031A or similar</p> <p>Network ready: Standard (built-in Gigabit Ethernet)</p> <p>Memory: 1.5 GB (printer); 512 MB (scanner)</p> <p>Internal Storage: Standard, minimum 320 GB HP High-Performance Secure Hard Disk (AES 256 hardware encryption or greater)</p> <p>Paper handling input: 100-sheet multi-purpose tray, 550-sheet input tray 2, 150-sheet automatic document feeder</p> <p>Paper handling output: 500-sheet output tray, two-sided printing</p> <p>Duplex printing: Automatic (standard)</p> <p>Media sizes supported: Tray 1: A4, A5, A6, RA4, B5, B6, 16k, 10 x 15 cm, Oficio, postcards (JIS single and double), envelopes (DL, C5, B5, C6); Tray 2: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 550-sheet trays 3, 4, 5: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 2,000-sheet high-capacity Tray 4: A4</p> <p>Media types: Paper (plain, light, bond, recycled, mid-weight, heavy, mid-weight glossy, heavy glossy, extra heavy, extra heavy glossy, cardstock, card glossy), colour transparency, labels, letterhead, envelope, pre-printed, pre-punched, coloured, rough, opaque film, user-defined</p> <p>Scanner type: Flatbed, ADF</p> <p>Duplex ADF scanning: Yes</p> <p>Automatic document feeder capacity: Standard, 150 sheets</p> <p>Digital sending standard features: Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Send to SharePoint; Send to FTP; Send to Internet Fax; Local Address Book; SMTP over SSL; Blank Page Removal; Edge Erase; Auto Colour Sense; Auto Crop To Content; Compact PDF</p> <p>Copy speed (normal): Black: Up to 47 cpm Colour: Up to 47 cpm [3]</p> <p>Copy resolution (black text): Up to 600 x 600 dpi</p> <p>Copy resolution (colour text and graphics): Up to 600 x 600 dpi</p> <p>Energy efficiency: ENERGY STAR®; EPEAT®</p>		
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		Silver; CECP Warranty: 1 year Cable: USB included		
2.8	Wireless keyboard and mouse	Wireless wheel mouse and keyboard with on/off switch		
2.9	2 TB external hard drive	External HDD with power supply, carry bag and USB cables		
2.10	Universal laptop charger	Charger for laptop; input 100 – 240V~1.6A, 50/60Hz; output 19V, 3.42A		
2.11	MS Windows 11 Pro (64 Bit)	Full version with additional business functionality		
2.12	MS Windows 11 Home (32/64 Bit)	Full version home edition		
2.13	MS Office Professional Plus 2021 (1 PC)	Fully installed versions of Outlook, Publisher, Access, Word, Excel, PowerPoint, Teams and OneNote		
2.14	MS Office Home & Business 2021 (1 PC)	Fully installed versions of Word, Excel, PowerPoint, and OneNote		
2.15	MS Project Standard	Standard edition project management software		
2.16	MS Visio Standard	Standard edition graphic diagram tool		
2.17	Adobe Acrobat Standard	Standard edition desktop installation (no subscription)		
2.18	USB Keyboard	A standard full-sized 104-key USB keyboard. Compatible with any PC that supports USB.		
2.19	USB Mouse	Optical, 1000 DPI sensitivity, Two primary buttons, Clickable scroll wheel		
2.20	Type – C Hub	HDMI, VGA,(2) USB 2.0, USB-C power in		
2.21	USB to LAN adaptor	USB 3.0 to Gigabit LAN Network Adaptor		
2.22	DVD-R Slim external portable drive	Slim Ext DVD-R		
2.23	Backup tape cartridge	HP LTO-9 45TB data cartridge		
2.24	MS Teams	Microsoft Teams license renewal (single license)		
2.25	HDMI cable	High speed HDMI Cable – 10 meter length		
2.26	RAM for desktop computer	DDR3 8GB DIMM memory		
2.27	RAM for laptop	DDR3 8GB DIMM memory		
2.28	PC Power Supply	Power supply 450 Watt unit		
2.29	Processor	Intel Core i5 processor?		
2.30	Motherboard	Motherboard?		
2.31	Graphic card	PCIe Desktop graphic card 4GB		
2.32	Batteries size AA	AA 20 pack		
2.33	Batteries size AAA	AAA 20 pack		

PRICING SCHEDULE

- 3.1. Prices are firm as per bidding documents;
- 3.2. The prevailing R/\$ exchange rate on the date of tender closure will be used as barometer for price-increase and decreases during the period of the contract;
- 3.3. The Sedibeng District Municipality reserves the right to routinely compare prices quoted for items delivered with the current market prices of other vendors;

- 3.4. Quantities will differ per item and will be requested on an ad hoc basis during the contract;
- 3.5. Requests for delivery might not be limited to the above stated items only, but the service provider may be required to deliver computer related equipment other than the items included in the list; and
- 3.6. During the duration of the contract, additional items may be added to the contract. New items will be quoted on, a market related benchmark will be performed and a recommendation will be made to the Supply Chain Department to include the item in the current contract.

GUARANTEES

- 4.1. All products quoted on should carry a full original manufacturer's guarantee. **Please indicate your compliance with this item clearly.** Failure to comply with the guarantee specification will lead to disqualification of the bid and or contract;
- 4.2. The bidder warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and incorporates all recent improvements in design and materials. The bidder further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material are specifically required by the Sedibeng District Municipality's specifications);
- 4.3. The Sedibeng District Municipality shall promptly notify the bidder in writing of any claims arising under warranty of the product. The bidder shall bear the costs of any such claims, unless such claims arise as a result of any negligent act or omission on the part of the Sedibeng District Municipality; and
- 4.4. Upon receipt of such notice, the bidder shall, within 5 working days after notification, and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the Sedibeng District Municipality.

DELIVERY

All delivery charges should be included in the price specified in the bid document.

All items to be delivered to:

The Director Information Technology
ICT Offices, Basement
Sedibeng District Municipality
Corner Beaconsfield and Leslie Avenues
Vereeniging
1930

DELIVERY TIME-FRAME

Upon the receipt of an official order from Sedibeng District Municipality, delivery of the required products should be **within 7 working days** from the issue of the order, to the office of the Director: Information Management at Sedibeng District Municipality.

In the event that delivery cannot take place within the specified period, the vendor is obliged to inform the Director: Information Technology in writing of the possible delay and on his discretion an extension will be granted or the order may be cancelled.

PRICE FLUCTUATIONS

The prevailing R/\$ exchange rate on the date of tender closure will be used as barometer for price-fluctuation. Prices quoted will be reviewed on a year-on-year basis and will be compared with prices charged by registered vendors on our database.

ADJUDICATION

It is anticipated that the tender amount will not exceed R 50,000,000.00; therefore, it is advertised for adjudication on an 80/20 preferential pointing system.

Preference will be given to local based companies and to organizations that can submit a record of accomplishment in this field.

Full compliance with the required information requested in the matrix (section 9) is required to enable tenderers to score points during the technical evaluation process. Failure to do so will lead to a low score in this process and could possibly lead to the dismissal of the proposal before the price evaluation process starts.

The evaluation criteria will consist of three sections, namely technical evaluation, financial evaluation and equity evaluation. In order for a service provider to be scored in the financial and equity sections the proposal must at least score 70 points during the technical evaluation process.

Minimum Requirements

1. Up to date utilities account e.g. Municipal Rates & Taxes account or A Valid Lease Agreement (Please note that if the Water and Lights statement is not in the company's name, kindly submit a lease agreement between the company and the landlord)
2. Registered on Central Database (CSD)
3. Tax compliant status document / Tax compliance status pin (to enable the municipality to verify the bidders tax compliance status)

SCORING MATRIX	
Compliance with specification requirements of tender	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor
Contactable references (to which similar products were supplied to)	Rand value of competed projects
5 points for 5 or more contactable references	5 points for over R300,000
4 points for 4 contactable references	4 points for over R200,000
3 points for 3 contactable references	3 points for over R100,000
2 points for 2 contactable references	2 points for over R50,000
1 point for less than 2 contactable references	1 point for less than R50,000
Quality of proposal	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor

TECHNICAL AREA(S)	POINTS	SCORE (1=Poor .. 5=Excellent)	Comments
Compliance with specification requirements of tender	70		

Contactable references as per scoring matrix	10		
Vendor Rand value of completed projects as per scoring matrix	10		
Quality of the proposal: A detailed company profile where clear reference is made to the company's core business, relevant support staff, technical abilities and credentials. Is the presentation neat, readable and clear without obvious mistakes and inclusive of all the required information? Is the proposal innovative and creative and does the proposal possess a quality philosophy to achieve the desired outcome?	10		
Make and model of each item clearly stipulated	Yes / No	Automatic disqualification	
Registered vendor with manufacturer (reseller letter)	Yes / No	Automatic disqualification	
All products quoted carry a full original manufacturer's guarantee	Yes / No	Automatic disqualification	
Delivery time-frame acceptance	Yes / No	Automatic disqualification	

BID EVALUATION

The bid will be based on Point System 80:20 point system.

1ST STAGE	FUNCTIONALITY TOTAL SCORE : 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)

2nd stage		POINTS	
PRICE		80	
SPECIFIC GOALS		20	
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)		
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)		
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)		
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)		
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)		
Total points for Price and SPECIFIC GOALS			100

SUBMISSION REQUIREMENTS

In submission of the proposal, service providers are required to include the following:

- 9.1. **Pricing schedule** as per items specified in section 2;
- 9.2. **Company/Consortium profile** with clear reference to the company's core business, relevant support staff within the company servicing technical delivery contracts and indicate if and for which companies your company is a registered distributor and/or reseller;
- 9.3. **Evidence of years of experience in providing the required services** (relevant years of experience). Points are awarded in terms of this specification – please indicate this item clearly (years of experience must be applicable to the supply of printer cartridges);
- 9.4. **Evidence of completed contracts** (Rand value of contracts/orders/deliveries completed by the company in the last two years). Points are awarded in terms of the contract value of previous orders/bid successfully delivered – please indicate the contract values clearly;
- 9.5. List up to **five contactable references** of previous contracts in which **similar items** as requested in this tender was delivered. Contact numbers of references should be clearly stated; and
- 9.6. **Complete the matrix below as part of your submission**

ITEM		COMPLIANCE / PRICE
9.6.1	Formal quote/price schedule attached as per items stipulated in section 2 and the full make and model number is indicate for each item	Yes / No
9.6.2	Company profile attached	Yes / No
9.6.3	Years of experience	years
9.6.4	Rand value of completed contracts in the last two years	R
9.6.5	Registered vendor with manufacturer (reseller letter)	Yes / No
9.6.6	Listed up to five (5) contactable references	Yes / No
9.6.7	Locality of vendor (distance to Sedibeng District Municipality)	km
9.6.8	It is foreseen that deliveries, collection and exchanges in terms of this tender could minimally be 3 to 4 return trips per week to our offices. Kindly indicate your fee per collection/delivery on 200 trips per year.	R / trip
9.6.9	All products quoted carry a full original manufacturer's guarantee	Yes / No
9.6.10	Delivery time-frame acceptance (seven (7) working days from date of order)	Yes / No
9.6.11	Kindly indicate if you carry some of the items on-hand.	Yes / No
9.6.12	Kindly indicate if loan units will be made available to Sedibeng in the event of products under guarantee is returned as faulty/damaged etc. and indicate if there will be an associated cost.	Yes / No Cost R
9.9.13	Kindly indicate if you are prepared to offer discount should payment be made within 30 days of delivery.	%
9.6.14	Acceptance of special conditions of contract	Yes / No

Failure to complete the matrix in Section 9 will lead to disqualification of the proposal during the verification process.

SPECIAL CONDITIONS OF CONTRACT

- 10.1. Failure to complete the submission matrix will lead to disqualification of the proposal during the verification process;
- 10.2. All logistics must be catered for in the proposal;
- 10.3. Only true original manufactured parts will be accepted in terms of this contract;
- 10.4. Quantities will differ per item and will be requested on an ad hoc basis during the contract period;
- 10.5. Please indicate the make and model number of the product you are quoting on clearly to allow for verification. In the case of a build-up machine, please specify your components and specification to allow for verification. Failure to do this will lead to disqualification during the technical compliance evaluation;
- 10.6. The successful bidder will be responsible for repair and maintenance to computer equipment, printers and other peripherals based on a quotation basis;
- 10.7. Quantities will differ per item and will be requested on an ad hoc basis during the contract period;
- 10.8. Requests for delivery might not be limited to the above stated items only, but the successful bidder may be required to deliver computer related equipment other than the items included in the list above; and
- 10.9. Goods must be delivered within 7 working days after an official order was issued.

STANDARD CONDITIONS OF CONTRACT

- 11.1. Quotations, which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- 11.2. Sedibeng District Municipality Procurement Policy will apply;
- 11.3. The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- 11.4. The Sedibeng District Municipality reserves the right to enter into a maintenance agreement with the appointed company;
- 11.5. All persons in the service of the state are not allowed to bid; and
- 11.6. 80/20 preferential pointing system will be used to evaluate the quotes.

12. CONTACT DETAILS:

Contact Person:	
<u>Technical Enquiries</u>	Mr. Naeem Monga Tel: 083 371 1299 naeemm@sedibeng.gov.za Mr. Cedric Phokane Tel: 073 537 7866 cedricp@sedibeng.gov.za
<u>Supply Chain Enquiries</u>	Ms. Madikgomo Ramonana Tel:066 472 7253 madikgomor@sedibeng.gov.za

TECHNICAL EVALUATION COMMITTEE VENDOR SHEET: BID NUMBER 8/2/2/15-2023 TENDER FOR SUPPLY AND DELIVERY OF HARDWARE AND PERIPHERALS

PANEL MEMBER		
NAME OF BIDDER		
ITEM	COMPLIANCE / PRICE	
1.1	Formal quote/price schedule attached as per items stipulated in section 2	Yes / No
1.2	Company profile attached	Yes / No
1.3	Years of experience	years
1.4	Rand value of completed contracts in the last two years	R
1.5	Registered vendor with manufacturer (reseller letter)	Yes / No
1.6	Listed up to 5 contactable references	Yes / No
1.7	Locality of vendor (distance to Sedibeng District Municipality)	km
1.8	Fee per collection/delivery (per trip)	R
1.9	All products quoted carry a full original manufacturer's guarantee	Yes / No
1.10	Compliance with the delivery requirement of seven (7) working days after an official order was issued	Yes / No
1.11	Items carried on hand	Yes / No
1.12	Loan units available and associated cost	Yes / No R
1.13	Discount offered	%
1.14	Acceptance of the special conditions of contract	Yes / No
_____ Signature of Panel Member		_____ Date

TECHNICAL EVALUATION COMMITTEE VENDOR SCORE SHEET: BID NUMBER 8/2/2/15-2023 TENDER FOR SUPPLY AND DELIVERY OF HARDWARE AND PERIPHERALS

Values: 1 = Poor, 2 = Average, 3 = Good, 4 = Very Good, 5 = Excellent

PANEL MEMBER				
NAME OF BIDDER				
TECHNICAL AREA(S)	WEIGHTS	VALUES	SCORES	COMMENTS
Compliance with specification requirements of tender	70			
Contactable references as per scoring matrix <i>5 points for 5 or more contactable references 4 points for 4, 3 points for 3, 2 points for 2, and 1 point for less than 2 contactable references</i>	10			
Vendor Rand value of completed projects as per scoring matrix <i>5 points for over R300,000, 4 points for over R200,000 3 points for over R100,000, 2 points for over R50,000 1 point for less than R50,000</i>	10			
Quality of proposal	10			
Make and model of each item clearly stipulated	Yes / No			
Registered vendor with manufacturer (reseller letter)	Yes / No			
All products quoted carry a full original manufacturer's guarantee	Yes / No			
Delivery time-frame acceptance	Yes / No			
TOTAL	100			
<p>Total scored by the bidder on functionality: _____ x 100/500 = _____</p>				
<p>_____ Signature of Panel Member</p>			<p>_____ Date</p>	



PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number: 8/2/2/15-2023
Closing Time: 12H00 Closing Date: Friday, 05 April 2024	
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.	

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
2.1	43" Monitor	Each	Screen Type: UHD LED Resolution: 3840 x 2160 Smart: Yes HDMI Inputs: 3 USB Inputs: 2 Wi-Fi Ready: Yes Wireless LAN Built In: Yes Bluetooth Technology: Yes Internet Ready: Yes Remote Included: Yes 2 year guarantee			
2.2	Desktop computer	Each	Mini tower Processor: Core i5 12400 (18M Cache, up to 4.4 GHz) Memory: 16 GB DDR4 SSD: 1TB SSD Optical drive: DVD-Writer Graphics: Intel HD Ports: USB Connectivity: Ethernet, Wi-Fi, Bluetooth O/S: Windows 11 Pro 64-bit Wired keyboard and mouse			
2.3	Laptop 1	Each	Processor: 12th Generation Intel® Core™ i3-1215U Processor (4MB Cache, up to 4.40 GHz) Graphics: Intel® UHD Graphics 620 with shared graphics memory			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
			Display: 15.6-inch HD (1366 x 768) Anti-Glare LED-Backlit Non-touch Display Memory: 8GB, 8Gx1, DDR4, 3200MHz SSD: 256GB PCIe NVMe M.2 Ports: 1 x SD Card Reader 1 x USB 2.0 1 x Optical Disk Drive (Available on select configurations) 1 x Wedge-shaped lock slot 1 x Power 1 x HDMI 1.4b 1 x RJ45 (Available on select configurations) 2 x USB 3.1 Gen 1 1 x Headphone & Microphone Audio Jack Optical drive: Built-in DVD-RW Camera: Integrated widescreen HD (720p) Webcam with Single Digital Microphone Audio & speakers: 2 tuned speakers with Waves MaxxAudio® Pro 1 combo headphone / microphone jack Wireless: 802.11bgn 1x1 WiFi & BT 5.3 O/S: Windows 11 Pro 64 Bit Accessories: Laptop bag			
2.4	Laptop 2	Each	Processor: 13th Gen Core i7-1355U up to 5.00GHz Graphics: Intel® UHD Graphics 620 with shared graphics memory Display: 15.6-inch FHD (1920 x 1080) Anti-Glare LED-Backlit Non-touch Display Memory 16GB LPDDR5 RAM SSD: 512GB NVMe SSD Ports: 1 x SD Card Reader 1 x USB 2.0 1 x Optical Disk Drive (Available on select configurations) 1 x Wedge-shaped lock slot 1 x Power 1 x HDMI 1.4b			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
			1 x RJ45 (Available on select configurations) 2 x USB 3.1 Gen 1 1 x Headphone & Microphone Audio Jack Optical drive: Built-in DVD-RW Camera: Integrated widescreen HD (720p) Webcam with Single Digital Microphone Audio & speakers: 2 tuned speakers with Waves MaxxAudio® Pro 1 combo headphone / microphone jack Wireless: 802.11ac 1x1 WiFi & BT 5.1 O/S: Windows 11 Pro 64 Bit Accessories: Laptop bag			
2.5	Laptop 3	Each	Processor 12th Gen Core i5-1235U up to 4.40GHz Graphics: Intel® UHD Graphics 620 Display: 13.3-inch FHD (1920 x 1080) Infinity Edge display, 100% sRGB Memory: 16GB DDR4 RAM SSD: 512GB NVMe SSD Ports: 2 x Thunderbolt™ 3 with Power Delivery & Display Port (4 lanes of PCI Express Gen 3) 1 x USB-C 3.1 with Power Delivery & Display Port 1 x headset jack Camera: Widescreen HD (720p) webcam with 4 array digital microphones; Windows Hello compliant infrared camera Audio & speakers: Stereo speakers professionally tuned with Waves MaxxAudio® Pro; 1W x 2 = 2W total 4 Digital Array Microphones; Far Field Cortana Capable Wireless: Intel® 8265 802.11ac [2x2] for Vpro + Bluetooth 5.1 O/S: Windows 11 Pro 64 Bit Accessories: Laptop bag			
2.6	Colour	Each	Device Type: Multifunction			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
	Multifunction printer		<p>printer Printing Technology: Ink-jet (colour) Monthly Duty Cycle (max): 30,000 pages Recommended Monthly Volume: 250 - 2000 pages Max Copying Speed: Up to 37 ppm (mono) / up to 37 ppm (colour) Max Copying Resolution: Up to 600 dpi (mono) / up to 600 dpi (colour) Max Printing Speed: Up to 37 ppm (mono) / up to 37 ppm (colour) Max Printing Resolution: Up to 1200 x 1200 dpi (mono) / up to 4800 x 1200 dpi (colour) Fax Resolutions: 203 x 98 dpi, 203 x 196 dpi, 300 x 300 dpi, 200 x 200 dpi Scanning: 1200 x 1200 dpi Display 4.3" Document Feeder Capacity: 50 sheets Media Size: 76.2 x 127 mm (min) - Legal (216 x 356 mm), A4 (210 x 297 mm) (max) Media Type: Plain paper, recycled paper, photo paper, thick paper, card stock, light-weight paper, glossy paper, matte paper Standard Media Capacity: 250 sheets Max Media Capacity: 500 sheets Output Trays Capacity: 150 sheets Automatic Duplexing: Yes (copying) Yes (printing) Yes (scanning) Interface: USB 2.0, LAN, Wi-Fi(n), USB host, NFC Office Machine Features: Print from USB flash drive, scan to e-mail, fax to e-mail, Environmental Standards: ENERGY STAR Qualified Manufacturer Warranty: 3 years warranty Cable: USB included</p>			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
2.7	Colour Laser printer	Each	<p>Functions: Print, copy, scan Multitasking supported: Yes Print speed black: Normal: Up to 47 ppm [1] Print speed colour: Normal: Up to 47 ppm [1] Duty cycle (monthly, A4): Up to 100,000 pages Recommended monthly page volume: 2,000 to 14,000 HP Print technology: Laser Print quality black (best): Black: Up to 1200 x 1200 dpi Colour: Up to 1200 x 1200 dpi Display: 20.3 cm (8.0 in) Colour Graphics Display (CGD) with touchscreen; Rotating (adjustable angle) display; Illuminated Home button (for quick return to the Home menu) Processor speed: 1.2 GHz Automatic paper sensor: Yes Connectivity: 1 Hi-Speed Device USB 2.0; 2 Host USB (1 walk-up and 1 external accessible); 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket HP Jetdirect 2900nw Print Server J8031A or similar Network ready: Standard (built-in Gigabit Ethernet) Memory: 1.5 GB (printer); 512 MB (scanner) Internal Storage: Standard, minimum 320 GB HP High-Performance Secure Hard Disk (AES 256 hardware encryption or greater) Paper handling input: 100-sheet multi-purpose tray, 550-sheet input tray 2, 150-sheet automatic document feeder Paper handling output: 500-sheet output tray, two-sided printing Duplex printing: Automatic (standard) Media sizes supported: Tray 1: A4, A5, A6, RA4, B5, B6, 16k, 10 x 15 cm, Oficio,</p>			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
			postcards (JIS single and double), envelopes (DL, C5, B5, C6); Tray 2: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 550-sheet trays 3, 4, 5: A4, A5, A6, RA4, B5, B6, 10 x 15 cm, Oficio, 16k, Dpostcard; Optional 2,000-sheet high-capacity Tray 4: A4 Media types: Paper (plain, light, bond, recycled, mid-weight, heavy, mid-weight glossy, heavy glossy, extra heavy, extra heavy glossy, cardstock, card glossy), colour transparency, labels, letterhead, envelope, pre-printed, pre-punched, coloured, rough, opaque film, user-defined Scanner type: Flatbed, ADF Duplex ADF scanning: Yes Automatic document feeder capacity: Standard, 150 sheets Digital sending standard features: Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Send to SharePoint; Send to FTP; Send to Internet Fax; Local Address Book; SMTP over SSL; Blank Page Removal; Edge Erase; Auto Colour Sense; Auto Crop To Content; Compact PDF Copy speed (normal): Black: Up to 47 cpm Colour: Up to 47 cpm [3] Copy resolution (black text): Up to 600 x 600 dpi Copy resolution (colour text and graphics): Up to 600 x 600 dpi Energy efficiency: ENERGY STAR®; EPEAT® Silver; CECP Warranty: 1 year Cable: USB included			
2.8	Wireless keyboard and mouse	Set	Wireless wheel mouse and keyboard with on/off switch			
2.9	2 TB external	Each	External HDD with power			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
	hard drive		supply, carry bag and USB cables			
2.10	Universal laptop charger	Each	Charger for laptop; input 100 – 240V~1.6A, 50/60Hz; output 19V, 3.42A			
2.11	MS Windows 11 Pro (64 Bit)	Each	Full version with additional business functionality			
2.12	MS Windows 11 Home (32/64 Bit)	Each	Full version home edition			
2.13	MS Office Professional Plus 2021 (1 PC)	1 PC	Fully installed versions of Outlook, Publisher, Access, Word, Excel, PowerPoint, Teams and OneNote			
2.14	MS Office Home & Business 2021 (1 PC)	1 PC	Fully installed versions of Word, Excel, PowerPoint, and OneNote			
2.15	MS Project Standard	Each	Standard edition project management software			
2.16	MS Visio Standard	Each	Standard edition graphic diagram tool			
2.17	Adobe Acrobat Standard	Each	Standard edition desktop installation (no subscription)			
2.18	USB Keyboard	Each	A standard full-sized 104-key USB keyboard. Compatible with any PC that supports USB.			
2.19	USB Mouse	Each	Optical, 1000 DPI sensitivity, Two primary buttons, Clickable scroll wheel			
2.20	Type – C Hub	Each	HDMI, VGA,(2) USB 2.0, USB-C power in			
2.21	USB to LAN adaptor	Each	USB 3.0 to Gigabit LAN Network Adaptor			
2.22	DVD-R Slim external portable drive	Each	Slim Ext DVD-R			
2.23	Backup tape cartridge	Each	HP LTO-9 45TB data cartridge			
2.24	MS Teams	single license	Microsoft Teams license renewal (single license)			
2.25	HDMI cable	10 meter length	High speed HDMI Cable – 10 meter length			
2.26	RAM for desktop computer	Each	DDR3 8GB DIMM memory			

NO	ITEM	UNIT QUANTITY	DESCRIPTION	MAKE & MODEL	COUNTRY OF ORIGIN	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
2.27	RAM for laptop	Each	DDR3 8GB DIMM memory			
2.28	PC Power Supply	Each	Power supply 450 Watt unit			
2.29	Processor	Each	Intel Core i5 processor?			
2.30	Motherboard	Each	Motherboard?			
2.31	Graphic card	Each	PCIe Desktop graphic card 4GB			
2.32	Batteries size AA	20 pack	AA 20 pack			
2.33	Batteries size AAA	20 pack	AAA 20 pack			

- Required by: The Director Information Technology
- At: ICT Offices, Basement Floor
Sedibeng District Municipality
Corner Beaconsfield and Leslie Avenues
Vereeniging
- Brand and Model
- Country of Origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery

Delivery: Firm/Not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

*Delete if not applicable

DECLARATION OF INTEREST

- 2. No bid will be accepted from persons in the service of the state¹.
- 3. 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 positioning relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

Please ✓ one option:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

3.9.1 If yes, furnish particulars.....
.....

[Empty box for initials]

3.10 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?

Please ✓ one option:			
YES		NO	

3.10.1 If yes, furnish particulars.

.....
.....

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

Please ✓ one option:			
YES		NO	

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

Please ✓ one option:			
YES		NO	

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state?

Please ✓ one option:			
YES		NO	

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

Please ✓ one option:			
YES		NO	

3.14.1 If yes, furnish particulars:

.....

--

MBD 4-A
ATTACH COMPANY
REGISTRATION DOCUMENTS
HERE

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system

will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the <u>tenderer</u>)
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	

NB: For the Tenderer to complete

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>

MBD 6-A
ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT
HERE

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) SEDIBENG DISTRICT MUNICIPALITY in accordance with the requirements and specifications stipulated in bid number 8/2/2/15-2023 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.

**CONTRACT FORM - PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....in my capacity as.....accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW



**DEPARTMENT: SUPPLY CHAIN
MANAGEMENT**

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 16 450 3110
Fax: +27 86 682 9892

**PLEASE NOTE THAT THIS IS COMPULSORY
FAILURE TO PROVIDE AT LEAST 3 CONTACTEABLE REFERENCES MAY RENDER YOUR
SUBMISSION AS NON-RESPONSIVE**

Please provide at least 3 references

1. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
2. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
3. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
4. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....
5. **Name:**.....
Company:.....
Position Held:.....
Contact Number (s) work:.....
Mobile:.....

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder, or any of its directors, whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider, or any of its directors, are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (Please tick with X where appropriate):

QUESTIONS	YES	NO
1. Is your municipal rates and taxes account up to date/current (not in arrears for more than three months)?		
2. If yes, please submit proof in the form of the original or certified copy of the bidder's municipal rates and taxes account.		
3. Does the bidder lease/rent the property where the business is situated?		
4. If yes provide the contact name and contact number of the lessor/landlord:		
Contact Name:	Contact Number:	
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.		

I (FULL NAMES), _____ OF (PHYSICAL ADDRESS)
 _____ being a Director / principal shareholder, owner of company¹
 (COMPANY NAME): _____

Hereby confirm that, the information submitted in this form is accurate, to the best of my knowledge.

Signature

NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!

--

MBD 8-A
ATTACH UTILITIES ACCOUNT OF
BIDDING COMPANY
HERE

MBD 8-B
ATTACH UTILITIES ACCOUNT OF
ALL DIRECTORS / OWNERS
HERE

MBD 8-C
ATTACH ADDITIONAL
LETTERS OF REFERENCE
(IF APPLICABLE)
HERE

DESCRIPTION	YES (√)	NO (X)
1. All pages are completely filled and signed by the authorized person:		
2. Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.		
3. Original BBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.		
4. Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached		
5. In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached		
6. The bidder has provided at least three contactable references		
7. Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached		
8. Central Supplier Database summary report.		
9. Submitted 2 copies		

ATTACH CENTAL SUPPLIER DATABASE REGISTRATION
HERE

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Appointment of A Panel of Suitable service providers for Supply and Delivery of Computer
Equipment, Printers and other Peripherals to Sedibeng District Municipality
(Bid Number 8/2/2/15-2023

in response to the invitation for the bid made by:

SEDIBENG DISTRICT MUNICIPALITY
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js9141w 4

Initial here

FORM OF OFFER AND ACCEPTANCE

1) OFFER

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

TENDER No: 8/2/15-2023

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offer to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of

R..... be determined in accordance with the conditions of contract identified in the Conditions of Contract.

**THE OFFERED PRICE IS R.....
(INCLUSIVE OF ALL APPLICABLE TAXES)**

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):.....

Name(s):.....

...

Capacity for the
Tenderer:

Name and address of
organization).....

Name and
Signature of

Witness:.....

Date:.....



2) ACCEPTANCE (TO BE COMPLETED BY SEDIBENG DISTRICT MUNICIPALITY REPRESENTATIVE)

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement shall constitute a binding between the parties.

Signature(s):

.....

Name(s):

.....

Capacity for the SEDIBENG DISTRICT MUNICIPALITY (Employer):

.....

(Name and address of organization)

SEDIBENG DISTRICT MUNICIPALITY
CORNER BEACONSFIELD AVENUE & LESLIE STREET, VEREENIGING, 1930

Witness:..... Date:.....



3) CREDIT ORDER INSTRUCTION

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker’s confirmation.

Name of Account Holder.....

Address:.....

.....

Name of Bank:.....

Name of Branch:.....

Branch Code:.....

Account Number:.....

Type of Account:.....

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days’ notice by prepaid registered post.

.....
Initials and Surname

.....
Authorized Signature

Date:.....

FOR BANK USE ONLY

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

.....
AUTHORISED SIGNATURE(S)

OFFICIAL DATE STAMP

ALTERNATIVELY ATTACH A BANK STAMPED LETTER OF CONFIRMATION OF BANKING DETAILS NOT OLDER THAN 3 MONTHS

