

REQUEST FOR PROPOSAL FOR ICT NEEDS FOR THE LEASING OF PHOTOCOPIERS

The Lesedi Local Municipality hereby invites Photocopier Companies to come and do a needs assessment for the Leasing of Photocopiers for a Three Year Period.

Queries for the above-mentioned bid may be directed to Mr Paul Malgas at Tel no: (016) 492 0028 during office hours Mon to Fri 07:30 – 16:00.

Interested parties are hereby requested to attend the compulsory briefing session which will be held on 05 September 2017 @ 10h00 in the Infrastructure Services Boardroom of the municipality. It is a requirement that an assessment of the current printing and Photocopy Service need is conducted by all the prospective service providers.

The results of the assessment will have to be presented to the Lesedi Local Municipality, which will form the basis of the evaluation by the municipality. All Assessments must be submitted to the municipality on or before 13 September 2017 @12h00.

All proposals must be sealed in an envelope marked: TENDER NO: 16/2017: REQUEST FOR PROPOSAL FOR THE LEASING OF PHOTOCOPIER MACHINES FOR A THREE (3) YEAR PERIOD

Proposals must be placed in the Tender Box situated at the Supply Chain Management Department, Municipal Building, Second Floor, c/o H F Verwoerd and Du Preez Street , Heidelberg, during office hours Monday – Friday, 08:00 – 16:00. The closing date for the submission of proposals will be on the 13th September 2017 at 12:00. No late, or e-mailed or faxed proposals will be considered. All objectives and complaints must be lodged within 14 days and in writing to the municipal manager's office.

Bidder's attention is specifically drawn to the provisions of the rules which are included in the bid documents. The Lesedi Local Municipality (LLM) reserves the right not to award to the lowest priced proposal, it normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose proposal is technically acceptable, has meaningful empowerment credentials and/or is financially advantageous to the LLM.

Only bidders who score 70 % or more for functionality will be further evaluated on both Price and B-BBEE points.

The 80/20 preference procurement point system will apply and preference will be given to bidders who are able to demonstrate the following:

- a) Price 80 points
- b) B-BBEE Status Level of Contribution 20 points

All service providers must submit their B-BBEE Verification Certificate from Verification Agencies accredited by the South African Accreditation Systems (SANAS) or a Registered Auditor approved by the Independent Regulatory Board (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points.

It is compulsory that the taxes of the successful bidder must be in order or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. Additionally, no contract shall be concluded with any bidder, whose municipal rates and taxes and service charges are in arrears for more than three months. All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.

I RAMPEDI
ACTING MUNICIPAL MANAGER

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