

**QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.**

**QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "QUOTATION FOR THE SUPPLY AND DELIVERY OF TWO (2) MULTIFUNCTION PHOTO COPY MACHINES".**

TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)  
C/O LOUW AND HF VERWOERD STREET  
HEIDELBERG  
1438

ON OR BEFORE, 24<sup>th</sup> FEBRUARY 2017 @ 12H00. ALL ENQUIRIES SHOULD WITH REGARDS TO THE BIDDING PROCEDURE SHOULD BE DIRECTED TO SIBULELO NXATHI @016 492 0202

DEPARTMENT: COMMUNITY SERVICES (LIBRARIES)  
DATE: 15 FEBRUARY 2017

**WORK DESCRIPTION: SUPPLY & DELIVERY OF TWO (2) MULTIFUNCTION PHOTO COPY MACHINES**

**SCOPE:**

Please quote on:

- Coin Operated
- Print and copy speeds of up to 25 ppm
- Scanning features, such as Scan to Folder Network Scanning, Scan to Text-searchable PDF, and standard colour scanning.
- Scan to/print from USB functionality
- Fax
- Prevent unauthorised access (Password protection to release documents)
- Limit and track usage(Accounting, administrators can set limits for individual users on the number of print, copy, scan, and fax jobs, and account for device activity at the user, group or department level)
- The innovative touch screen (7-inch) full-colour display with bright icons and intuitive navigation for optimal ease-of-use.
- Print up to A4 and A3

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original valid tax clearance certificates / Pin Provided by Sars
- Forms listed below ( MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9)
- Latest municipal account

**EVALUATION CRITERIA:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD forms, Clearance Certificate for Water can be downloaded from our website: [www.lesedilm.gov.za/key/scm](http://www.lesedilm.gov.za/key/scm) and should be scrutinized, completed and submitted together with your quotation. MBD forms and the Clearance Certificate for Water and Lights must be fully completed and signed. Bids completed in pencil and the use of tippex will be regarded as invalid bids.

**NB:** Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points. All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: [business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database.