



# KAROO HOOGLAND

## MUNISIPALITEIT / MUNICIPALITY



### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R200 000.00 (incl VAT)  
(For Publication on Karoo Hoogland Website and Notice Boards)

**QUOTATION NUMBER: SCM/T1552/11/2019**

**ADVERTISING DATE: 06/11/2019**

**CLOSING DATE: 18/11/2019(12H00)**

Karoo Hoogland Municipality hereby invites all interested Qualified Service Providers to furnish us with written quotations for the supply and delivery of the services/goods as detailed in the enclosed specifications.

The quotation must be submitted on the letterhead of your business quoting the above quotation number not later **than 18 November 2019 at 12H00.**

**PROJECT NAME: Hiring of Photo Copy Machines**

The quotation can either be hand delivered in a sealed envelope marked with quotation number to: **The SCM Practitioner, Karoo Hoogland Municipality Offices, 7 Mulder Street, Williston, 8920** or emailed to [c.erasmus@karoohoogland.gov.za](mailto:c.erasmus@karoohoogland.gov.za) for the attention of the SCM Office. Please specify in your email or on your sealed envelope the **Quotation Number** stated above.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from closing date of quotation.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated after receiving the initial order.
- Bidders must complete the following forms: (obtainable from the municipal SCM office and submit it with their quotation)
  - MBD 2 (Tax Clearance Certificate)
  - MBD 4 (Declaration of Interest)
  - MBD 6.1 (B-BBEE Status Level )
  - MBD 8 (Declaration of Bidders past supply chain management practices)
  - MBD 9 (Certificate of independent Bid determination);
- Bidders must be registered on the National Treasury Central Suppliers Database.
- Bidders must ensure that they submit a valid Tax Clearance and B-BBEE Certificate.
- Quotations between **R 30 000** and **R 200 000 (Vat Incl)** will be evaluated using **80/20** preferential system.

***NB: No quotation will be considered from persons in the service of the state!***

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SCM Department

Tel: 053 3913 003 / [c.erasmus@karoohoogland.gov.za](mailto:c.erasmus@karoohoogland.gov.za)

## SPECIFICATIONS

1. Description of the goods required

2 x photo Copy Machines

2. Specifications

1 x Mono Copier: Print, Copy, Fax and Scan

45 Pages as per minute (A4)

Only A4 paper

Duplex Function

Memory 1GB

Auto Reverse Document Feeder

Scan to e-mail/folder (colour)

Scan speed: 60 pages per minute

Super G3 Fax

1 x 500 Page tray

Users Codes

Montly Copy volume - 25 000 A4 pages

1 x Mono and Colour Copier. Print, Copy and Scan

25 pages as per minute copy scan speed (A4)

A3 and A4 Paper Copies

Duplex Function

4GB Memory

Auto Reverse Document Feeder

Scan to E-mail /folder (colour)

Scan speed: 180 pages as per minute

2 x 500 Page tray

Users Codes

Montly Copy Volume – 35 000 A4 pages

Credenza

3. Delivery of goods

Karoo Hoogland Municipality

Mulder Street

Williston

8920

4. Information te be provided with the quotation

- Valid B-BBEE Certificate
- Valid Tax Clearance Certificate
- MBD Forms
- CSD Report

**Any enquiries: Mnr S J Van Schalkwyk – 083 231 3343**

<b>FINANCIAL EVALUATION – POINT SCORING</b>	
The evaluation will be performed on 80/20 principles as Provided in PPFA :	
Price :	80 points
B-BBEE status Level Contributor	20 points
Total	100 points