



BERGRIVIER MUNICIPALITY

SUPPLY CHAIN MANAGEMENT

Enquiries: Mr. I. Saunders Ref: T 8/3/29-2021 Tel: (022) 022 913 6038 E-mail: saundersi@bergmun.org.za

As per e-mail:

Dear Sir /Madam

NOTICE TO BIDDERS

ADDENDUM: 2

TENDER 8/3/29-2021 / MN134/2021: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD ENDING 30 JUNE 2024

The closing date of the bid above is herewith further extended till 22 September 2021 at 12H00.

SPECIFICATIONS

CONDITIONS OF THE SPECIFICATION'S:

1. Although specifications are brief (minimum), council reserves the right to make the final decision on the specific items tendered.
2. Only reputable and durable equipment, and proven technology, which is compatible with existing systems in Council, will be accepted for purchase.
3. Optional items and accessories may also be offered.
4. Items tendered must be assembled and in working order (must boot up) and should include all cabling, connections, driver software, configurations, etc.
5. All items (where applicable) must be 32 and 64 bit compatible.
6. **If an equivalent product is tendered for, the Tenderer must ensure that full specifications of the equivalent product, as well as a comparison between the equivalent product and the product as listed in the specifications, is included in the tender document. This is not the duty of the Municipality to establish whether the product is equivalent to the product listed in the specifications. Failure to comply with the above will lead to disqualification of the tender.**
7. All products tendered on must match the specification indicated below or must be superior to the minimum specification. Suppliers must ensure that they are able to supply the exact *Make and Model* of equipment that they tendered on.



BERGRIVIER MUNICIPALITY

8. Tenderer must have a dedicated helpdesk/support service for the duration of the warranties of the items below.
9. Tenderer must include the brand name of the equipment and also the product code of the equipment. Failure to comply with will lead to disqualification of the tender.
10. Tenderers may include a formal quotation.
11. Bids may only be submitted on the bid documentation provided by the municipality. Failure to comply will lead to disqualification of the tender.
12. Only fix prices will be accepted. Non-firm prices will not be considered.
13. All delivery costs MUST be included in the bid price, for delivery at the prescribed destination.
14. Document MUST be completed in non-erasable black ink.
15. Errors and /or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
16. Tender documents is available at R250.00.
17. Delivery of the total order must be done within six weeks of the official order, failure to comply will lead to a notice of cancellation for the undelivered items.
18. Council reserves the right to accept the specified items as a whole or part thereof.
19. All quantities is estimated and not definite and may change.
20. Council has the right to not make a purchase or purchase only certain items.
21. The purchase is a once-off purchase.
22. Service level agreements will be signed for the items listed in Section B of the specifications.

SECTION A

TYPE OF PHOTO COPIER MACHINE :

(A separate form must be completed for each copier tendered for)

SPECIFICATIONS FOR A.1: MULTIFUNCTIONAL MONO COPIER OPTION 1		COMPLIANCE Y / N	IF NO ALTERNATIVE OFFERED	TENDERERS SPECIFICATION REFERENCE (ANNEXURE, PAGE, AND PARAGRAPH OR INDEX NUMBER)
TECHNICAL REQUIREMENTS	MINIMUM			
Copy Speed	36 cpm			
Hard Drive	250 GB			



BERGRIVIER MUNICIPALITY

RAM	2 GB			
Paper Feed Capacity	2 x 500 sheets			
Copy Size	A5 – A3			
Enlarge / Reduce	25% - 400%			
Capacity (monthly)	20 000			
Duplex Document Feeder	Yes			
Duplex Print and Copy	Yes			
Sorting : Landscape & Portrait	Yes			
User Codes	Yes			

Printer Speed	36 ppm			
Printer Memory	2 GB RAM & 250 GB Hard drive			
Scan Speed	45 Full colour images per minute			
Scan : Original Size	A3, A4, A5			



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Scan resolution	600 x 600 dpi			
Scan modes	To: e-mail , SMB , FTP , Box , USB , Twain			
Fax Option (optional)	Yes			
Tender price for copier for above mentioned configuration (VAT included)	R			
Finisher	500 sheet finisher and 50 sheet stapling			
Tender price for Finisher (VAT included)	R			
Tender price for copier desk / cabinet (wood) (VAT included)	R			
Tender price for total configuration above (VAT included)				
Tender price for an all inclusive maintenance cost per A4 image (VAT included)				
Tender price for all inclusive maintenance agreement (based on above mentioned maximum monthly capacity) for 3 years(VAT included)				

TYPE OF PHOTO COPIER MACHINE :

(A separate form must be completed for each copier tendered for)



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SPECIFICATION for A2 MULTIFUNCTIONAL MONO COPIER		COMPLIAN CE Y / N	IF NO : ALTERNATIV E OFFERED	TENDERERS SPECIFICATION REFERENCE (ANNEXURE, PAGE, AND PARAGRAPH OR INDEX NUMBER)
TECHNICAL REQUIREMENTS	MINIMUM			
Copy Speed	55 cpm			
Hard Drive	250 GB			
RAM	4 GB			
Paper Feed Capacity	2 x 500 sheets			
Copy Size	A5 – A3			
Enlarge / Reduce	25% - 400%			
Capacity (monthly)	30 000			
Duplex Document Feeder	Yes			
Duplex Print and Copy	Yes			
Sorting : Landscape & Portrait	Yes			
User Codes	Yes			



BERGRIVIER MUNICIPALITY

Printer Speed	55 ppm			
Printer Memory	4 GB RAM & 250 GB Hard drive			
Scan Speed	160 Full colour images per minute			
Scan : Original Size	A3, A4, A5			
Scan resolution	600 x 600 dpi			
Scan modes	To: e-mail , SMB , FTP , Box , USB , Twain			
Fax Option (optional)	Yes			
Tender price for copier for above mentioned configuration (VAT included)	R			
Finisher	3000 sheet finisher and 50 sheet stapling			
Tender price for Finisher (VAT included)	R			
Tender price for copier desk / cabinet (wood) (VAT included)	R			
Tender price for total configuration above (VAT included)				



BERGRIVIER MUNICIPALITY

Tender price for an all inclusive maintenance cost per A4 image (VAT included)				
Tender price for all inclusive maintenance agreement (based on above mentioned maximum monthly capacity) for 3 years(VAT included)				

SECTION B
SCHEDULE OF SERVICES REQUIRED
B1

B2

MAINTENANCE OF BIZHUB B363 PHOTOCOPIERS					
Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
Kerk Str Biblioteek Piketberg- A1UE041110889	1 November 2021 to 30 June 2024	1	360 000		
Tegniese Dienste Piketberg- A1UE041110931	1 November 2021 to 30 June 2024	1	360 000		
Velddrift Traffic- A1UE041115705	1 November 2021 to 30 June 2024	1	360 000		
Senior Management Piketberg- A1UE041116038	1 November 2021 to 30 June 2024	1	360 000		
Library Porterville (Mark & Retief Str)- A1UE041116090	1 November 2021 to 30 June 2024	1	360 000		

B3

MAINTENANCE OF BIZHUB B554E PHOTOCOPIERS



BERGRIVIER MUNICIPALITY

Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
Industrial Area Piketberg- A61D041000929	1 November 2021 to 30 June 2024	1	720 000		
Kerk Str Finansies Piketberg- A61D041000942	1 November 2021 to 30 June 2024	1	720 000		
Administrasie Velddrift- A61D041001654	1 November 2021 to 30 June 2024	1	720 000		
Administrasie Porterville- A61D041001748	1 November 2021 to 30 June 2024	1	720 000		
Komitee Sekretariele Dienste Piketberg- A61D041003557	1 November 2021 to 30 June 2024	1	720 000		

B4

B5

MAINTENANCE OF BIZHUB B423 PHOTOCOPIERS					
Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
France-Leen Valentyn Piketberg- A1UD041107825	1 November 2021 to 30 June 2024	1	420 000		
PMJ Ontvangs Piketberg- A1UD041107879	1 November 2021 to 30 June 2024	1	420 000		

B6

MAINTENANCE OF BIZHUB B226 PHOTOCOPIERS



BERGRIVIER MUNICIPALITY

Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
Finansieele dienste : Kassiere Piketberg- A8A5021002524	1 November 2021 to 30 June 2024	1	180 000		
Finansieele dienste : Redelinghuys- A8A5021002544	1 November 2021 to 30 June 2024	1	180 000		
Finansieele dienste : Eendekuil- A8A5021002550	1 November 2021 to 30 June 2024	1	180 000		
Verkeers Dept Porterville- A8A5021002555	1 November 2021 to 30 June 2024	1	180 000		

B7

MAINTENANCE OF BIZHUB B287 PHOTOCOPIERS					
Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
Argiewe Rekords Piketberg- A7AH021004273	1 November 2021 to 30 June 2024	1			

B8

MAINTENANCE OF BIZHUB B367 PHOTOCOPIERS					
Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
Menslike Hulpbronne Piketberg- A789021000998	1 November 2021 to 30 June 2024	1	480 000		
Raadslede Piketberg- A789021001004	1 November 2021 to 30 June 2024	1	480 000		



BERGRIVIER MUNICIPALITY

	2024				
5 Kerkstraat Piketberg – IT - A789027006180	1 December 2022 to 30 June 2024	1	480 000		
LB Wernich Biblioteek Piketberg- A789027006186	1 December 2022 to 30 June 2024	1	480 000		
Bettie Julius Biblioteek Porterville- A789027006202	1 December 2022 to 30 June 2024	1	480 000		
Velddrift Biblioteek- A789027006212	1 December 2022 to 30 June 2024	1	480 000		
Goedverwacht Library- A789027010407	1 November 2021 to 30 June 2024	1	480 000		
Aurora Library – A789027010599	1 November 2021 to 30 June 2024	1	480 000		
Noordhoek Library – A789027010596	1 November 2021 to 30 June 2024	1	480 000		

B9

MAINTENANCE OF BIZHUB B558E PHOTOCOPIERS

Machine Name and serial number	PERIOD	TOTAL COPIERS	TOTAL ESTIMATED COPIES PER ANNUM	UNIT PRICE	
				R	C
5 Kerk Straat Training Room- Piketberg- AA6T021003550	1 December 2022 to 30 June 2024	1	360 000		

MUNICIPAL MANAGER

DATE:



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Note: Confirmation to the addendum

CONFIRMATION

I (Name and Surname of designated person) hereby declare on behalf of
..... (Company's name),

That I take note of the above changes in the bidding documentation and that my offer will incorporate the changes.

Address: Tel no.:
..... Fax no.:
.....

Signature of bidder: Date:

This document must be completed by the bidder (above) and submitted with his offer