

Khâi-Ma

MUNISIPALITEIT



MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R300 000.00(incl VAT)
(For Publication on Khâi-Ma's Website and Notice Boards)

NB: Use ink preferably black, to fill in the information applicable to the specific required price quotation

Quotation Number: KH21/24/25

Advertising Date: 28 February 2025

Closing Date: 13 March 2025

Closing Time: 12H00

Khâi-Ma Municipality hereby invites all interested service providers to furnish us with written quotation for the supply, delivery, installation and maintenance of one (1) printer for the period of three(3) years. Quantities and Specifications are listed below. Please quote accordingly. The quotations or SCM enquiries can be emailed to procurement@khaima.gov.za and AbdulA@khaima.gov.za. Please specify in your subject line the **Quotation Number** stated above.

PROCUREMENT: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF ONE(1) PRINTER FOR THE PERIOD OF THREE(3) YEARS.

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from the closing date of this notice.
- Price (s) quoted must be firm and must be inclusive of VAT.
- Goods/Services must be delivered 7 days after receiving the order.
- Bidders must complete the following forms: (obtainable from the municipal SCM office and it with their quotation)
 - Formal Written Price Quotation
 - MBD 4 (Declaration of Interest)
 - MBD 6.1 (Preference points for specific goals)
 - 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 Supplier Database.
- Bidders must ensure that they submit a valid Tax Clearance Status Pin
- Quotations between R30 000.00 and R300 000.00 will be evaluated using 80/20 preferential system.
- The municipality reserves the right to partial acceptance of one or more quotations, to withdraw any invitation to quotations and/ or to re-advertise or to reject any quotation.

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

Municipal Manager

Mrs. Samantha Tatas-Titus

Khai-Ma Municipality

2025 -02- 28

Municipal Manager

SPECIFICATIONS

1. Description of service required

- Supply, Delivery, Installation and Maintenance of One (1) Printer to lease for a period of three (3) years.

2. Specifications

A4 printer (Black Printing Only), Copy, Scan, Print average 20-35 ppm print speed, Average 7500-9000 prints monthly, Extras (Service Inclusive) Installation, Service, Toner/Ink, Parts, Labour, Drum warrantee, Travelling expenses
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3. Information provided with the quotation

- Formal Written Price Quotation Form
- MBD forms
- CSD report
- CIPC registration report
- Valid tax clearance tax status pin
- B-BBEE certificate/Sworn Affidavit stating the ownership of the company
- Municipal account (not older than three months). In case of leasing, a copy the valid lease agreement, or a sworn affidavit stating the reasons for not having a municipal account or a valid lease agreement.

4. Enquiries can be directed to:

- Mrs. Melissa-Ann Josop: procurement@khaima.gov.za
- Mr. Abdul-Muizz Adams: AbdulA@khaima.gov.za

5. Financial Evaluation

The Evaluation will performed on the 80/20 principle as provided in PPPFA:	
Price:	80 Points
Specific Goals: 10- HDI- Unfairly discriminated by race and 10- locality	20 Points
Total	100 Points