



SPECIFICATION

APPOINTMENT OF PANEL OF SERVICE PROVIDERS, FIVE (5), FOR SUPPLY AND DELIVERY OF TONERS AND CARTRIDGES ON AN AS AND WHEN REQUIRED BASIS.

1. PURPOSE AND SCOPE

Musina Local Municipality hereby invites service provider to bid for the supply and delivery of Toners and Cartridge for a period of three (3) years.

The bids will be evaluated on the 80/20 preference points system as prescribed by the preferential procurement regulations,2022.

2. Abbreviations

Name	Description

3. Queries and Contact Information

All queries regarding the bid must be submitted in writing by email, which will in turn be recorded. A written response will then be emailed to all bidders. No telephonic queries will be answered.

Contact details for queries are:

Technical Specifications:

Tshinavhe Amon

Manager: Assets

amont@musina.gov.za

Supply Chain Requirements:

Mary Siziba

SCM Manager

Marys@musina.gov.za

4. Compulsory Briefing Meeting/session

No compulsory briefing meeting will be held

5. Scope of work and parameters

All other related costs such as transportation should be factored into price per unit.

a. Contract Period

The contract will be for a period of three (3) years from the date of signing service level agreement with the municipality.

b. Tender scope

The service provider will be required to supply and deliver items to the municipality

6. Specification

Item Description	Item Specification	Year 1 Price per unit	Year 2 Price per unit	Year 3 Price per unit	Grand Total
HP DR3405 BROTHER CARTRIDGES	TN 3437				
EPSON LX350 RIBBON	LX350				
HP LASERJET 106A CARTRIDGE	106A				
HP LASERJET CF259A	CF259A				
HP LASERJET CF289A	CF289A				
HP CF283A CARTRIDGES	CF283 A				
SAMSUNG MLTD 111S	MLTD111 S				
HP CF287A CATRIDGE	CF287A				
HP Q2612A CARTRIDGES	Q2612 A				
HP CE285A TONER BLACK	CE 285 A BLACK				
SAMSUNG MLTD101S TONER	MLTD 101S				
HP 37 TONER BLACK	TONER 37 BLACK				
C5278A LASERJET CARTRDGE	C5278 A				

7. COMPULSORY DOCUMENTS TO SUBMIT WITH THE BID TO BE CONSIDERED FOR APPOINTMENT

7.1 Supply chain management documentations (administrative compliance)

- a) Tax compliance status pin issued
- b) Confirmation of vat registration
- c) Certified ID copies of all members / owners / directors / shareholders / trustees
- d) Copy of municipal rates and taxes statement of account not older than three months for all directors and for the company
- e) Central supplier database registration report

8. EVALUATION OF BIDS

All bids received will be evaluated as follows:

1st stage

Bids received will be evaluated based on administrative compliance (Supply chain Management requirements)

2nd stage

Bids received will be evaluated for Price and Specific goals on the 80/20 preference points scoring system Where 80 points for price and 20 points for Specified goals as follows:

Designated groups	Number of points (20)
Points for HDI status (at least 51% Black owned)	10
Points for 51% Women's Equity	4
Points for Black person with Disability	3
Points for 51% Owned Youth firm	3
Forms not completed or submitted	

9. PERIOD OF VALIDITY OF TENDER

The period of validity of tenders shall be 90 days as stated in the tender form and be calculated from the closing date for submission of tenders.

10. NOTICE OF BIDDERS

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, they will be issued to Bidders in the form of Notices and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

11. DELIVERY CONDITIONS AND PERIOD

The successful bidder will be appointed for a period of three years. Within this period, the successful bidder must Supply and deliver all items as per approved order by the Municipality. The municipality; through the Supply Chain Manager; will furnish the successful bidder with a listing of items approved for delivery on a periodic basis, as and when needed. Upon the receipt of the listing of items approved for supply and delivery, the successful bidder will be expected to deliver items within seven (7) working days.