# PIKITUP JOHANNESBURG SOC LIMITED

## REQUEST FOR FORMAL PRICE QUOTATION

**DESCRIPTION: APPPOINTMENT OF ACCREDITATED SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MULTIFUNCTION PRINTER**

**BID NO: PIK 050/2025-2026**

**NAME OF BIDDER:**

**BID AMOUNT (VAT INCL): R _____**

**THIS DOCUMENT IS COMPILED FOR:**

Pikitup Johannesburg SOC Ltd
Jorissen Place Building
66 Jorissen Street,
Braamfontein, Johannesburg

Website : www.pikitup.co.za

**CONTACT DETAILS:** David Muhadi

E-mail: Muhadid@pikittup.co.za

**SUBMISSION: - QUOTATION BOX IS SITUATED AT:**

Pikitup Johannesburg SOC Ltd
Jorissen Place Building
66 Jorissen Street,
Pikitup Tender Office
Ground Floor
East Wing
Braamfontein, Johannesburg

**Closing date: 22.01.2026**
**Closing time: 11:00am**
**Validity Period: 60 days from RFQ closing date**
**Briefing session: Not applicable**

# PART A
# INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PIKITUP JOHANNEBSURG SOC LTD | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | **PIK 050/2025-26** | CLOSING DATE: | **22 January 2026** | CLOSING TIME: | **11H00 AM** |
| DESCRIPTION | **DESCRIPTION: APPPOINTMENT OF ACCREDITATED SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MULTIFUNCTION PRINTER** | | | | |

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**THE PIKITUP TENDER OFFICE**
**GROUND FLOOR, EAST WING**
**JORISSEN PLACE BUILDING**
**66 JORISSEN STREET**
**BRAAMFONTEIN**
**JOHHANNESBURG**

**N.B: PIKITUP DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**

| **SUPPLIER INFORMATION** | | | | |
|---|---|---|---|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | **OR** CSD No: | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | ☐Yes ☐No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | ☐Yes ☐No [IF YES, ANSWER PART B:3] |
| **TOTAL NUMBER OF ITEMS OFFERED** | | | **TOTAL BID PRICE** | **R** |
| **SIGNATURE OF BIDDER** | …… | | **DATE** | …… |
| **CAPACITY UNDER WHICH THIS BID IS SIGNED** | | | | |

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:** | | **TECHNICAL INFORMATION MAY BE DIRECTED TO:** | |
|---|---|---|---|
| DEPARTMENT | SCM UNIT | CONTACT PERSON | Johanna Joja/ Itumeleng Moraka |
| CONTACT PERSON | David Muhadi | TELEPHONE NUMBER | N/A |
| TELEPHONE NUMBER | 087 357 2268 | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | E-MAIL ADDRESS | |
| E-MAIL ADDRESS | Muhadid@Pikitup.co.za | | |

# PART B
## TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

| | | |
|---|---|---|
| 3.1. | IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| 3.2. | DOES THE ENTITY HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| 3.3. | DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| 3.4. | DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |
| 3.5. | IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | ☐ YES ☐ NO |

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……...

## 1. ADMINISTRATIVE COMPLIANCE

### 1.1 Evaluation Criteria

Quotations received will be evaluated in terms of Preferential Procurement Policy Framework Act 5 of 2000, the Preferential Procurement Regulations 2022 and Pikitup SCM Policy. The 80/20 preference point system is applicable for this Request for Quotation (RFQ). Evaluation process will be firstly on pre-compliance evaluation, then on functionality evaluation (if applicable) and thereafter 80/20-preference point scoring basis. The 80 points will be for Price and 20 points are for Preference (Specific goals).

Bidders are required to fully complete, sign and submit the following returnable documents (MDB) on the official forms provided:

- **MBD 4**: Declaration of interest
- **MBD 3.3:** Pricing Schedule (Professional Services)
- **MBD 6.1:** Preference Points claim form in terms of the Preferential Procurement Regulations 2022
- **MBD 8**: Declaration of bidders past supply management practices
- **MBD 9:** Certificate of Independent bid determination
- Failure to submit a fully completed and signed MBD forms quotation may result in your bid being rejected.
- **No quotation** will be considered from persons in the service of the state (**MBD4**).

### 1.2 Returnable Documentation

| **COMPULSORY RETURNABLE DOCUMENTATION** | |
|---|---|
| **Document Checklist** | **Tick if at attached** |
| **Company Registration Certificate (CIPC)** | |
| **Central Supplier Database Registration (CSD): MAAA Number/ Proof of registration** | |
| **OEM Certification or Dealer Accreditation as proof. Catalogue with Technical Specification** | |
| **MBD 1-** Invitation to Bid | |
| **MBD 4 –** Declaration of interest | |
| **MBD 6.1** Preference Points claim form in terms of the Preferential Procurement Regulations 2022 | |
| **MBD 8 –** Declaration of bidders past supply management practices | |
| **MBD 9-** Certificate of Independent bid determination | |

| | |
|---|---|
| **FOR THE SITE WHERE THE BUSINESS IS CURRENTLY LOCATED**<br>○ **Municipal statement** - if the property is owned by the business<br>**OR**<br>○ **Lease Agreement** – if the business is a tenant on the property<br>**and**<br>○ **Landlords Letter**–then we also require a letter of good standing from the landlord/letting agency/proxy confirming the tenants account is not more than 90 days in arrears<br>**OR**<br>○ **Sworn Affidavit** – compiled by the owner of the business if the business is being operated from the residence of the director | |
| **FOR EACH DIRECTOR OF THE COMPANY**<br>○ **Municipal Statement** - for each director that owns the property where he/she currently resides<br>**OR**<br>○ **Lease agreement** – if the director is a tenant at the place where he/she resides<br>**and**<br>○ **Landlords Letter**– if the director is a tenant at the place where he/she resides then we will also require a letter of good standing from the Landlord/Letting Agency<br>**OR**<br>○ **Sworn Affidavit** –where a director is residing with parents or other relatives without any formal agreement in place then a sworn affidavit must be compiled by parent/relative confirming the following<br>▪ the director resides with parent/relative at the aforementioned property without there being any formal lease agreement or contract in place<br>▪ The director does not have any outstanding payments in terms of utility payments of more than 90 days.<br>▪ Most recent Municipal statement for the place of residence. If the parent/relative is a tenant on the aforementioned property then a copy of the lease agreement will need to apply<br>▪ Copy of Identity Document of the parent/relative | |
| | |
| **OTHER RETURNABLE DOCUMENTS** | |

| **Other Returnable Documentation required for functionality and / or preference evaluation purposes** | **Submitted (YES or NO)** |
|---|---|
| a) Copy of company registration documents (Latest version) | |
| b) Copy of ID Documents of owners/members/directors/shareholders | |
| c) Company Profile | |
| d) For Joint Venture Agreements, attach the CK's of each of the joint venture members (if applicable) | |
| e) Fully complete MBD 6:1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022, and submit original or certified copy of BBBEE Scorecard or copy of Sworn Affidavit, to substantiate ownership preference points claimed | |
| g) Reference letters from the previous clients of projects of similar nature | |

## 2. SPECIFICATION: MULTIFUNCTION PRINTER

**Multifunctional Printer – Technical Overview (Vendor-Neutral)**

**Executive Summary**

**This document provides a vendor-neutral technical summary of an A3 monochrome multifunction printer (MFP) platform offering print, copy, scan, and optional fax. It consolidates publicly available specifications into generic terminology suitable for technical evaluation and procurement without OEM branding.**

**Technology Description**

**Imaging technology: Electrophotographic laser with dual-core controller. The system supports monochrome print and copy at up to 40 pages per minute (A4/Letter), duplex printing, and color/monochrome scanning via document processor options.**

**Architecture & Components**

**- Controller: Dual-core CPU ~1.0 GHz; 2 GB RAM standard.**

**- Storage: Solid-state drive (SSD) standard; optional hard disk drive (HDD) for advanced features.**

**- User Interface: 9" color touch LCD with customizable shortcuts.**

**- Paper Handling: Two 500-sheet cassettes plus 100-sheet multi-purpose tray (standard); scalable to ~4,100 sheets with additional feeders.**

**- Output: Internal tray ~250 sheets; optional finishers for stapling and hole-punching.**

**Key Specifications (Vendor-Neutral)**

| Parameter | Specification |
|---|---|
| Function Set | Print, Copy, Scan; Fax optional |
| Print Speed (A4/Letter) | Up to 40 ppm (monochrome) |
| First Page Out (Print/Copy) | ≈4.2 s (print), ≈3.6 s (copy) |
| Print Resolution | Up to 1200 × 1200 dpi; 600 × 600 dpi |
| Page Description Languages | PCL6 (5e/XL), PS3 compatible, XPS/OpenXPS, PDF direct; legacy options available |
| Interfaces | Gigabit Ethernet, USB 2.0 device, multiple USB host ports; NFC tag |
| Network Protocols | Port 9100, LPR/LPD, IPP/IPP over TLS, WSD; FTP/FTPS |
| Scanning (DP options) | Simplex up to 80 ipm; duplex up to 160 ipm at 300 dpi |
| Scan Resolutions | 200/300/400/600 dpi |
| Scan Destinations | SMB share, E-mail (SMTP), FTP/FTPS, USB, TWAIN/WSD |
| Memory | 2 GB standard |
| Storage | SSD standard; HDD optional (capacities vary by configuration) |
| Warm-up Time | ≈18 s |
| Paper Sizes | Cassettes: A5R to A3; MPT: A6R to A3 |
| Paper Weights | Cassettes: 60–163 g/m²; MPT: 45–256 g/m² |
| Duplex Range | A5R to A3, 60–163 g/m² |
| Max Paper Capacity | ≈4,100 sheets (with optional feeders) |
| Control Panel | 9" color touch LCD |

| | |
|---|---|
| **Dimensions (W×D×H)** | **Approx. 594 × 696 × 683 mm** |
| **Weight** | **Approx. 59 kg** |
| **Mobile/Client Print** | **AirPrint, Mopria; generic mobile print compatibility** |

**Standards & Protocols**

**- Printing: PCL, PostScript (compatible), PDF direct, XPS/OpenXPS.**

**- Networking: IPv4, common print protocols (IPP/LPR/Port 9100), service discovery (WSD).**

**- Environmental: ENERGY STAR qualification typical for this class; TEC values vary by market voltage.**

**Performance & Scalability**

**Base engine provides ~40 ppm output with duplex capability. Paper input is expandable to ~4,100 sheets; optional finishers support stapling and hole-punching. Document processors offer simplex and dual-scan modes up to ~160 ipm at 300 dpi.**

**Integration & Interoperability**

**Supports standard enterprise environments (Windows, macOS, Linux) with common PDLs. Network protocols include IPP over TLS and SMB for secure scan workflows. USB host interfaces enable walk-up print/scan from removable media.**

**Security & Compliance**

**Typical features include user authentication, secure print, encrypted protocols (TLS), and optional storage for job retention, depending on configuration. Compliance with ISO 9001/14001 manufacturing standards is common in this category.**

**Operational Requirements**

**Power consumption and acoustics depend on configuration; active mode is typically ~600 W or less with standby near ~100 W. Energy saver mode reduces to ~1 W. Noise levels during operation ~67 dB(A); standby ~43 dB(A).**

**Appendix: Notes & Assumptions**

**Values presented are generalized from publicly available sources for a monochrome A3 MFP platform of approximately 40 ppm. Where ranges are given (e.g., media weights, capacities), they reflect typical configurations with optional feeders and document processors. Vendor-specific names, trademarks, a**

**Model Specifications**

The municipality has several operational requirements for the MFPs and these are detailed in the table below. The table includes the number of MFPs per function and allows bidders to insert pricing as part of the submission requirements.

| Model Specifications | Bidders are Required to |
|---|---|
| **Multifunctional Printer – Technical Overview (Vendor-Neutral)**<br>**Executive Summary**<br>**This document provides a vendor-neutral technical summary of an A3 monochrome multifunction printer (MFP) platform offering print, copy, scan, and optional fax. It consolidates publicly available specifications into generic terminology suitable for technical evaluation and procurement without OEM branding.**<br>**Technology Description**<br>**Imaging technology: Electrophotographic laser with dual-core controller. The system** | a) Specify brand name and model of the Copiers to be supplied<br>b) The bidder must attach a Device Security Management Plan or Procedure or Policy<br>c) The bidder must provide operating manuals for the device.<br>d) The appointed bidder must train the operators on the features of the machine<br>e) The appointed bidder must maintain<br>provide consumables for the device on demand at own cost (Tonner, Drum cartridges, Staplers and other spare parts, excluding blank papers) on demand for each machine. |

**supports monochrome print and copy at up to 40 pages per minute (A4/Letter), duplex printing, and color/monochrome scanning via document processor options.**

**Architecture & Components**

**- Controller: Dual-core CPU ~1.0 GHz; 2 GB RAM standard.**

**- Storage: Solid-state drive (SSD) standard; optional hard disk drive (HDD) for advanced features.**

**- User Interface: 9" color touch LCD with customizable shortcuts.**

**- Paper Handling: Two 500-sheet cassettes plus 100-sheet multi-purpose tray (standard); scalable to ~4,100 sheets with additional feeders.**

**- Output: Internal tray ~250 sheets; optional finishers for stapling and hole-punching.**

**Key Specifications (Vendor-Neutral)**

| Parameter | Specification |
|---|---|
| Function Set | Print, Copy, Scan; Fax optional |
| Print Speed (A4/Letter) | Up to 40 ppm (monochrome) |
| First Page Out (Print/Copy) | ≈4.2 s (print), ≈3.6 s (copy) |
| Print Resolution | Up to 1200 × 1200 dpi; 600 × 600 dpi |
| Page Description Languages | PCL6 (5e/XL), PS3 compatible, XPS/OpenXPS, PDF direct; legacy options available |
| Interfaces | Gigabit Ethernet, USB 2.0 device, multiple USB host ports; NFC tag |
| Network Protocols | Port 9100, LPR/LPD, IPP/IPP over TLS, WSD; FTP/FTPS |
| Scanning (DP options) | Simplex up to 80 ipm; duplex up to 160 ipm at 300 dpi |
| Scan Resolutions | 200/300/400/600 dpi |
| Scan Destinations | SMB share, E-mail (SMTP), FTP/FTPS, USB, TWAIN/WSD |
| Memory | 2 GB standard |
| Storage | SSD standard; HDD optional (capacities vary by configuration) |
| Warm-up Time | ≈18 s |

f) The appointed bidder must include operational support and maintenance resolution schedule

g) Response time for repairs or replacement of devices and commits to resolving request within 48 hours

| | | |
|---|---|---|
| **Paper Sizes** | **Cassettes: A5R to A3; MPT: A6R to A3** | |
| **Paper Weights** | **Cassettes: 60–163 g/m²; MPT: 45–256 g/m²** | |
| **Duplex Range** | **A5R to A3, 60–163 g/m²** | |
| **Max Paper Capacity** | **≈4,100 sheets (with optional feeders)** | |
| **Control Panel** | **9" color touch LCD** | |
| **Dimensions (W×D×H)** | **Approx. 594 × 696 × 683 mm** | |
| **Weight** | **Approx. 59 kg** | |
| **Mobile/Client Print** | **AirPrint, Mopria; generic mobile print compatibility** | |
| **Standards & Protocols**<br>**- Printing: PCL, PostScript (compatible), PDF direct, XPS/OpenXPS.**<br>**- Networking: IPv4, common print protocols (IPP/LPR/Port 9100), service discovery (WSD).**<br>**- Environmental: ENERGY STAR qualification typical for this class; TEC values vary by market voltage.**<br>**Performance & Scalability**<br>**Base engine provides ~40 ppm output with duplex capability. Paper input is expandable to ~4,100 sheets; optional finishers support stapling and hole-punching. Document processors offer simplex and dual-scan modes up to ~160 ipm at 300 dpi.**<br>**Integration & Interoperability**<br>**Supports standard enterprise environments (Windows, macOS, Linux) with common PDLs. Network protocols include IPP over TLS and SMB for secure scan workflows. USB host interfaces enable walk-up print/scan from removable media.**<br>**Security & Compliance**<br>**Typical features include user authentication, secure print, encrypted protocols (TLS), and optional storage for job retention, depending on configuration. Compliance with ISO 9001/14001 manufacturing standards is common in this category.**<br>**Operational Requirements**<br>**Power consumption and acoustics depend on configuration; active mode is typically ~600 W or less with standby near ~100 W. Energy saver mode reduces to ~1 W. Noise** | | |

| | |
|---|---|
| **levels during operation ~67 dB(A); standby ~43 dB(A).**<br>**Appendix: Notes & Assumptions**<br>**Values presented are generalized from publicly available sources for a monochrome A3 MFP platform of approximately 40 ppm. Where ranges are given (e.g., media weights, capacities), they reflect typical configurations with optional feeders and document processors.**<br>**Vendor-specific names, trademarks, a** | |

**Mandatory bid requirements**

To ensure your proposal is considered for evaluation, the bidder must ensure their proposal includes the following:

a) The proposed Multi-Function Printer solution must meet the general technical specification and model specification. Attach colour documentation/catalogue/ providing the device details including product, brand, model and technical specifications as proof.

b) The bidder must be an accredited as a dealer or supplier of the intended printing solution**.** Attach Brand Supplier Technical Support Certification and Dealer Accreditation as proof.

c) The solution must include the supply of consumables, spare parts and maintenance**.** Attach documentation confirming and outlining the inclusion of consumables, spare parts and maintenance as part of the service.

d) The solution/proposal must include provide documentation that outline the following**:**

i. Operational support and maintenance details and resolution scheduling.

ii. Response time for repairs or replacement of devices and commitment to resolve the requests not more than 48 hours from occurrence.

iii. Loan replacement machine(s) in case something happen during the warranty period

iv. Fault reporting procedures

v. Details for onsite support including technician, site visits, meetings, ad-hoc technical support
f) A hand completed and signed tender document.

g) Bidder must have experience with similar solution. Attach a 3 contactable references and appointment letters of a similar service rendered with a contract term /duration of at least 12 months as proof.

h) User Operational training plan

Detailed pricing per price schedule

**Support Services**

The municipality requires maintenance and support services for the duration of the contract. The requirements are as follows:

1. Supplies support: The service provider must include the supply of consumables, spare parts and maintanance for the MFPs.
2. Operational support and maintenance of the supplied MPFs.
3. Routine preventative maintenance and servicing of devices
4. Technical assistance

a. Onsite support

b. Remote support

c. The response times for repairs or replacement of devices should be resolved within 2 hours to a maximum 48 hours in severe cases.

d. Procedures on fault reporting with scheduling turnover times must be included.

**e.** Proof of accreditation and technical certification for the support of the propose brand and type of MFP.

**f.** Valid certificate as approved Dealer or Reselling of the proposed brand of MFP.

5. On-site Support
6. On-site visits, meetings, ad-hoc technical support

**Training**

(a) The Wellness Section has 17) users that will require training on the features and functions of the MFPs.

(b) The successful must develop and implement a training programme for users as well as to transfer technical support skills to designated officials.

**Project Implementation Plan**

(a) The bidder must submit a project implementation plan

(b) The plan must clearly outline applicable timeframes from inception to completion of the project

(c) A presentation of the solution functionality may be required by the municipality before awarding the tender.

(d) The service provider should ensure a smooth transition of the existing services and the proposed solution.

(e) The Bidder is expected to plan and conduct the installation of the project with minimal impact on daily operations and staff

**Guarantee**

(a) The MFPs functionality and performance will require a high availability rate during the contracted period.
(b) Any system mal-operation or faults during the contracted period will be for the service providers' account.
(c) Replacement of supplies are required on-site and repairs to the MFPs will be resolved within 48 hours.

**Pricing Schedule**

(a) All bidders are required to complete the pricing schedule, covering the cost per page printing (unit costs per A3 and A4 paper, mono and colour).
(b) The pricing should include services, rental/lease costs monthly, consumables and operating costs for the duration of the contracted period.
(c) Kindly ensure that detailed pricing is attached to the proposed solution, over and above the pricing schedule below (Quotation).

| No | Description | Quantity | Unit Price Excl. Vat | Total Price Excl, Vat |
|---|---|---|---|---|
| 1 | **DESCRIPTION: APPPOINTMENT OF ACCREDITED SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MULTIFUNCTION PRINTER** | 1 | | |
| | **Total Excl of VAT** | | R | |
| | **VAT at 15% (if Applicable)** | | R | |
| | **Total Inclusive of VA** | | R | |

NB: Delivery cost must be included and lead time.

## 4. PRICE AND PREFERENCE CRITERIA

Bidders will be evaluated on the 80/20 Preference Procurement Regulations of 2022 and the Pikitup SCM Policy on the 80/20 preference point system.

The 80/20 preference point system will be allocated as MBD6.1:

**MBD 4**

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritisms, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:

……

3.2 Identity Number:

……

3.3 Position occupied in the Company (director, trustee, hareholder[2]):

……

3.4 Company Registration Number:

……

3.5 Tax Reference Number:

……

3.6 VAT Registration Number:

……

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

……

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars
……..

3.10 Do you have any relationship (family, friend, other) with persons In the service of the state and who may be involved with The evaluation and or adjudication of this bid? …… … **YES / NO**

3.10.1 If yes, furnish particulars.
……
……

3.11 Are you, aware of any relationship (family, friend, other) between Any other bidder and any persons in the service of the state who May be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars
……

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.
……

3.13 Are any spouse, child or parent of the company's directors? Trustees, managers, principle shareholders or stakeholders In service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.
……

3.14 Do you or any of the directors, trustees, managers, Principle shareholders, or stakeholders of this company Have any interest in any other related companies or Business whether or not they are bidding for this contract. **YES / NO**

If yes, furnish particulars……..

……..

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

……..
**Signature**

……..
**Date**

……
**Capacity**

……
**Name of Bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

| | POINTS |
|---|---|
| **PRICE** | 80 |
| **SPECIFIC GOALS** | 20 |
| **Total points for Price and SPECIFIC GOALS** | **100** |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

*(c)* **"rand value"** means the total estimated value of a contract in Rand, calculated at the time

of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.** ***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*****)**

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|
| **Enterprises owned by black people with at least 51% shareholding**<br>• 100% Black owned= 5 points<br>• 51-99% Black owned=3 points<br>• Less 51% Black owned = 0 | 5 | |
| **Enterprise owned by women with at least 51% shareholding**<br>• 100% women owned=5 Points<br>• 51% to 99% women owned=3 points<br>• Less 51% women owned = 0 | 5 | |
| **SMME's (An EME or QSE)**<br>• Exempt Micro Enterprise (EME) =5 points<br>• Qualifying Small Enterprise (QSE)= 3 points<br>• Large Enterprise = 0 | 5 | |
| **Locality**<br>• Enterprises located within the City of Johannesburg Metropolitan Municipality = 5 points<br>• Within Gauteng geographical area = 3 points<br>• Within South Africa = 1 points<br>• Outside South Africa= 0 | 5 | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation

- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

| | |
|---|---|
| | ……<br>**SIGNATURE(S) OF TENDERER(S)** |
| **SURNAME AND NAME**:<br>**DATE:** | ……<br>…… |
| **ADDRESS**: | ……<br>……<br>……<br>…… |

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *Audi alter am partum* rule was applied).<br><br>**The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.** | Yes ☐ | No ☐ |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>**The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.** | Yes ☐ | No ☐ |
| 4.2.1 | If so, furnish particulars: | | |

| | | | |
|---|---|---|---|
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes ☐ | No ☐ |
| 4.3.1 | If so, furnish particulars: | | |
| **Item** | **Question** | **Yes** | **No** |
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes ☐ | No ☐ |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes ☐ | No ☐ |
| 4.7.1 | If so, furnish particulars: | | |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) ……..……..…… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

**……...** **……**
**Signature** **Date**

**……** **……**
**Position** **Name of Bidder**

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). [2] Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

A. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

C. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description) in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of: _____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

    (a) prices;
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors or formulas used to calculate prices;
    (d) the intention or decision to submit or not to submit, a bid;
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

| | |
|---|---|
| …… | …… |
| Signature | Date |
| ……. | …… |
| Position | Name of Bidder |

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## 5. BID TERMS AND CONDITIONS

1. **The Lowest or any bid will not necessarily be accepted** and the **PIKITUP reserves the right not to consider any bid** not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part. In addition, Pikitup also reserves the right to appoint more than one service provider/supplier as deemed necessary
2. In evaluating bids received and adjudicating the award of this bid, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidders will not necessarily be selected as a preferred bidder.
3. Where deliveries are quoted “ex-stock” the period of **delivery must not exceed Five (5) maximum working days after receipt of order. If this condition is not adhered to, the order could be cancelled.**

   Quotations are to be completed in accordance with the conditions as set out in the quotation document and must be sealed and externally endorsed with the quotation number and place in the quotation box indicated above.
4. **Payments will be made thirty (30) days** after receipt of invoice by Pikitup.
5. Samples of the required items or goods are available for your perusal (when applicable.)
6. Should the above-mentioned conditions not be adhered to, the quotation will be considered invalid.
7. **It is compulsory for all Service Providers and suppliers wanting to render services to PIKITUP to be registered and have a “compliance tax status” on the National Treasury Central Supplier Database (“CSD”) as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.** National Treasury will maintain the database of all suppliers for Government and its institutions. Prospective suppliers can register online on the CSD by accessing the National Treasury website at www.CSD.gov.za.

8. **Bid submission:**
    - Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.
    - Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for bids that are not placed in the bid box by the closing date and time.
    - No bid shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.
    - Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.
    - Bidding documents must be completed properly in permanent black **ink pen.**

9. **VALIDITY PERIOD-**Your bid submission must remain valid for a period of 60 days from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period

10. **Conditions of the contract**: The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your bid as you will be bound by the Contract (as described) if your bid is successful. At the time of award, the contract may include other relevant terms and conditions. Copies of the GCC are available from the website https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf

11. Administrative Justice: In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

12. **Internal Appeal Process**

Following the adjudication of bids and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors (“the Board”) or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken. The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

**DECLARATION**

I, the undersigned hereby confirm that the information herein is a true reflection of the facts presented, and the person signing this document on behalf of the bidder duly authorized to do so. Should this not be the fact, stipulations regarding this as contained in the PIKITUP JOHANNEBSURG SOC LTD Policy applies. I accept that the PIKITUP JOHANNEBSURG SOC LTD may act against me in terms of the general conditions of contract should this declaration prove to be false.

_____

**NAME OF PERSON**

_____

**CAPACITY**

_____

**DATE**