

**ADVERTISEMENT  
BID INVITATION:**

**REQUEST FOR PROPOSALS FROM SUITABLE AND QUALIFIED SERVICE PROVIDERS FOR LEASING OF  
PHOTOCOPIER MACHINES IN MASILONYANA LOCAL MUNICIPALITY FOR A PERIOD OF THIRTY –  
SIX (36) MONTHS**

Bidders are hereby invited from suitably and qualified service providers for leasing of photocopier machines in Masilonyana Local Municipality for the period of thirty-six (36) months

**BID NUMBER: 2021/08/003**

Bid Documentations will be available at Theunissen Municipal Offices in Finance at a non-refundable amount of R 583.56

Technical Enquiries: Mr. P. Melato  
IT Manager  
Tel: 064 535 2969  
Email: [pmelato@masilonyana.co.za](mailto:pmelato@masilonyana.co.za)

SCM Enquiries: Ms. AF. Stuma  
Finance Department  
Tel: 081 255 6587  
Email: [anele@masilonyana.co.za](mailto:anele@masilonyana.co.za)  
Email: [scm@masilonyana.co.za](mailto:scm@masilonyana.co.za)

Briefing Session: 27 August 2021, 11:00 conducted via Zoom (Virtual)

Instruction with the depositing of tenders:

Address tenders to:  
Ms. HNL. Mokoteli  
Acting Municipal Manager  
Masilonyana Local Municipality  
47 Le Roux Street  
Theunissen  
9410

Closing date: 17 September 2021, 12:00(mid-day)  
On the municipal clock

Tender Box: Masilonyana Local Municipality  
47 Le Roux Street  
Theunissen  
9410

Address: 47 Le Roux Street, PO Box 8, Theunissen, 9410  
Tel: (057) 733 0106, Fax: (057) 733 2217/2417, Email: [info@masilonyana.co.za](mailto:info@masilonyana.co.za)  
Website: [www.masilonyana.fs.gov.za](http://www.masilonyana.fs.gov.za)

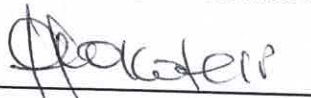


**SPECIAL CONDITIONS OF A TENDER**

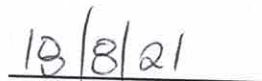
- The tender will be evaluated using 80/20 preference points system.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract
- Tender will be evaluated using two-stage bidding process, functionality and preference point system
- Must be registered on Central Supplier Database Web (CSD Treasury).
- Tender documents will be for sale for cash at R583.56
- Tenders must be enclosed in a sealed envelope clearly stating the tender number.
- All prices quoted must be VAT inclusive, except in the case of Non-VAT vendors.
- No tender document will be accepted if not properly sealed and marked
- The general conditions of contract will be applicable to this tender,
- Bids not signed by the bidder will be rejected,
- No rectification/correction fluid may be used on the document.
- Bids received after closing TIME and/ or DATE will NOT be considered.
- The highest points or any bid will not necessary be accepted, and the Municipality reserves the right to sub-divide the contract and/or accept any
- Masilonyana Local Municipality reserves the right not to make any appointment.
- Tenders must be delivered personally and be placed in the Masilonyana Local Municipality's tender box. No emailed or faxed tenders will be accepted.
- No bids will be considered from persons in the service of the state.
- Validity Period is 90 days.
- Please request virtual link from [anele@masilonyana.co.za](mailto:anele@masilonyana.co.za) and [pmelato@masilonyana.co.za](mailto:pmelato@masilonyana.co.za) for briefing session.
- Please note that should you not receive any correspondence from the Municipality regarding your bid within three months after the closing date of this advertisement, you should regard your bid unsuccessful.

**COMPULSORY DOCUMENTS SHOULD BE SUBMITTED AS PART OF RETURNABLES (Failure to submit will lead to disqualification of the bid)**

- Certified copy of Company registration certificate (CK), not older than 3 months
- Tax compliance status pin/ Valid Tax Clearance
- Certified copy of Identity documents of directors/owners/members/shareholders, not older than 3 months
- Company profile and last 3 years' annual financial statements
- Latest and valid municipal rates and taxes that is not more than 90 days outstanding or lease agreement in cases of service providers leasing/ renting facilities.
- Joint Venture agreement in the case of joint venture.
- Central Supplier Database (CSD) Registration Report or MAAA Number
- Valid BBBEE or certified copy of BBBEE certificate
- Any other requirement listed in the Tender Data.



**Ms. HNL. Mokoteli**  
**Acting Municipal Manager**

  
**Date:**