



INVITATION FOR OFFICE AUTOMATION FOR A PERIOD OF 36 MONTHS

Tokologo Local Municipality hereby invites suitable service providers for the rental of office automation equipment for the period of 36 months.

MINIMUM REQUIREMENT FOR MULTIFUNCTIONAL PRINTER (BLACK, WHITE & COLOUR)

Multifunction printer (All in One) (x5)

- B/W and Colour
- Laser
- Legal (8.5 in 14 in) original
- Legal (216 x356mm) media
- Up to 55 ppm (copying)
- Up to 55ppm (printing)
- 1100 sheets
- 33.6 kbps
- USB 2.0
- Gigabit LAN
- USB Host

The following information and documentation will be required for the proposal to be accepted.

- Company profile, including its registered contact details
- Certified copies of the identity documentation of the directors/ members of the company
- Certified copy of the banking details of the company
- Original Tax Clearance Certificate
- Certified copy of BEE Certificates/status
- The price must be based on all possible costs (copies, toner and maintenance), with the clear understanding that the Municipality will not be held liable for any other cost to the appointed company during the three years, other than rental cost and copy charge or charges based on volume where a no minimum billing agreement has been entered into
- The price must cover the period of 36 months
- Where a company provides equipment on a "cost-per-copy" basis, as well as on a rental basis, such company should provide both proposals, indicating clearly the costing for rentals, and the costing for cost-per-copy.
- Tokologo Local Municipality reserves the right to award the entire contract to one entity, or to split the between various entities.

Please note that non-adherence to the above will render proposal invalid

THE CLOSING DATE IS STRICTLY AT 12H00 ON MONDAY 17 FEBRUARY 2014 AND NO LATE PROPOSAL WILL BE ACCEPTED.

All documentation must be placed in a sealed envelope, clearly marked **SCM 2014: OFFICE AUTOMATION**, and must be deposited in one of the tender box at Boshof Offices, Corner Voortrekker and Market Square, Boshof.

For any further queries regarding this request, please contact the Chief Financial Officer, Mrs Mathapelo Masisi on **053 5410 014**.

Mr. RJ Motilale

Municipal Manager