



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

Terms of Reference
For

THE SUPPLY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTIONAL PRINTERS

Closing Date: 01 October 2018
Time: 11h00

It is compulsory for bidders to ensure that their proposals are bound or stapled securely together. If the proposal is too thick to be bound or stapled, bidders are allowed to split the document into sections, however, each section must be bound or stapled and must be individually labelled with the name of the bidder. Under NO circumstances will loose submissions be accepted.

It is the intention of Enterprise iLembe to enter into a formal contract with a service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.

Service Provider Terms of Reference

Section 1: Details

Province:	KwaZulu-Natal
Municipality:	iLembe District Municipality and the local municipalities comprising of KwaDukuza, Mandeni, Maphumulo & Ndwedwe
Contracting Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Supply, Installation and Maintenance of Multifunctional Printers

Introduction:

The iLembe District Municipality

The iLembe District Municipality is situated on the east coast of South Africa, in the KwaZulu-Natal Province. iLembe is one of the 11 district municipalities of KwaZulu-Natal province in South Africa and also the smallest District Municipality in the province, with a total population of 606 809. iLembe is located between two of Africa's busiest ports, Durban and Richards Bay, iLembe is therefore well situated not only to local but also international markets. Despite its strategic location, iLembe faces numerous economic challenges such as the high levels of poverty in the rural inland areas, which contrasts with rapid development along its coastal regions. The District has been proactive in trying to develop broad based interventions to facilitate local economic development in response to its challenges of high rates of unemployment and correspondingly high levels of poverty

Enterprise iLembe:

Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to pursue and facilitate investment, economic development and empowerment in iLembe. The objective of Enterprise iLembe is to improve the competitiveness of the iLembe Region by creating an environment that will enable local business to compete successfully on the international stage.

Section 2: Summary of Brief

Enterprise iLembe intends on leasing five (5) Multifunction Printers for a period of three years (36 months). Enterprise iLembe hereby invites service providers to submit proposals for the supply,

delivery, installation service and maintenance of multifunctional printers (copier, fax, printer and scanner with a staple functionality). Enterprise iLembe reserves the right to add/ remove printers during the term of the contract, depending on operational and/or budgetary requirements.

On average, the following volumes are required per printer per annum:

Copies - Black and White: 50 000

Copies – Colour: 40 000

Enterprise iLembe currently utilizes Sharp MX 2614N printers and would prefer higher capacity and faster printers.

Delivery and Installation of Printers:

- Three (3) printers are required at Sangweni Tourism Centre situated at the Corner of Link Road and Ballito Drive, Ballito;
 - Main Building First Floor Printer– To service at least 4 users
 - Main Building Ground Floor Printer – To service at least 10 users
 - LED Office – To service at least 15 users
- Two (2) printers are required in KwaDukuza (Stanger) – actual delivery address to be confirmed upon appointment - To service at least 20 users each.

All Printers must allow for printing from USB devices. Should there be a printer default/ defective printer during the term of the contract, the service provider must provide for a replacement printer within 48 hours.

NB: Pricing MUST include the following (COMPULSORY):

- **Machine Rental Charges**
- **Cost per copy charges – Black & White Copies**
- **Cost per copy charges – Colour Copies**
- **Delivery costs**
- **Insurance**
- **Service/ Maintenance**
- **Replacement toners must be delivered to both locations (As and when required)**
- **Printers must be secured with access controls (each user must be allocated a code to print/ copy/ scan etc) and reports on printer usage must be easily generated to monitor usage.**

Time frame:

The duration of the lease will be for a period of THREE (3) years from the date of installation of the printers.

Section 3: Deliverables & Ceiling Costs

Prospective Service Providers in their proposals are to set out the detailed cost implications of the Supply, Installation and Maintenance for the leasing of the five (5) printers for a period of three years (**costs are to be quoted inclusive of VAT and insurance**) – with the option to add/ remove printers during the term of contract.

Section 4: Implementation Schedule

The appointed Service Provider will be required to prepare a realistic work schedule determining the stages of the work to be done and stating time frames for submission

Reporting

The service provider will work in close co-operation with Enterprise iLembe management. The service provider will be expected to keep financial records and other appropriate records.

Section 5: Requirements Related to this Brief

Submission of Proposals

Failure to submit required registration and compliance documentations as per Annexure List below will result in your proposal being disqualified. Please note that no proposals will be accepted from persons in service of the state.

Please place your completed proposal in a sealed envelope endorsed **“PROPOSAL FOR: THE SUPPLYING, DELIVERY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTIONAL PRINTERS.”** in the Tender Box at Sangweni Tourism Centre, Cnr Link Road & Ballito Drive, Ballito on or before **01 October 2018 at 11h00.**

Enterprise iLembe does not bind itself to accept the lowest or any of the proposals received and reserves the right to accept the whole or part of the proposal.

Section 6: Adjudication Criteria

PROUDLY SOUTH AFRICA CAMPAIGN:

The preference will be given to entities in terms of the following order:

- Firstly – suppliers and businesses operating within the iLembe District;
- Secondly – If no suitable suppliers are found within the iLembe District, suppliers and businesses operating within the Province of KwaZulu-Natal shall be considered;
- Thirdly – If no suitable suppliers are found within the Province of Kwa-Zulu Natal, suppliers and businesses operating within the Republic of South Africa shall be considered.

In order to comply with this provision, bidders are requested to submit Utility Bills or Original Councillor Letters, as proof of residence. (COMPULSORY)

Procurement Policy

Proposals will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) read together with the 2017 PPPFA Regulations and the 2011 B-BBEE Regulations.

Any proposal that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

Functionality Evaluation

The functionality evaluation points will be applied as per the table below:-

NB.: Service Providers must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

Competency	Point Allocation	Maximum Points
Experience in leasing of Multifunction Printers (Please attach list of references with contact details to your proposal in the tabular format below up to a maximum of 11 years)	0 years	0
	1 – 5 years	20
	5 – 10 years	30
	Above 10 years	50
Service/ Maintenance of Printers on a monthly/ ad hoc basis	Maximum 20 points	20
Turnaround Time of Service Provider in the event of the printer requiring servicing/ maintenance (This must be clearly indicated in the bidders proposal)	Within 24 hours – 30 points, Greater than 24 hours - 15 points	30

In order to be awarded points for the first competency listed above, please submit a list of contactable references for similar projects undertaken by key experts in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Client Contact Person	Tel No.
Add more lines as required					

Only service providers who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Service Providers wishing to claim preferential points must attach B-BBEE certificate.

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table that follows:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

REQUIRED ANNEXURES:

1. Annexure A: Compulsory Information Sheet (see Page 8 below)

2. Service Providers Proposal

3. Registration details & Compliance

- All interested bidders must be registered on the Central Supplier Database for Government. The detailed registration report must be attached to the proposal (along with the Supplier Number and the unique registration reference number). **(Compulsory)**. Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database
- All bidders must submit a Valid Tax Clearance Certificate (Compulsory). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
- MBD 1, 4 and 6.1 Forms. **Please note that the MBD 6.1 Forms have been revised. Please ensure that the 2017 MBD 6.1 Forms are submitted. These forms are available upon request via e-mail or on our website www.enterpriseilembe.co.za (Compulsory)**. Please note that the SBD forms will not be accepted.
- If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements for the past three years or since establishment if established during the past three years
- Bank confirmation letter
- Company registration documents showing all active members/ directors/ shareholders/

owners etc.

- Power of Attorney/ Signing authority where applicable
- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)

Points to note regarding the B-BBEE Status Level:

- Bidders other than EMEs must submit valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

ANNEXURE A – MANDATORY INFORMATION

Name of Company: _____

Contact Person/s: _____

Contact Number/s: _____

E-mail address: _____

Details	Response (Please indicate where the information can be found in your proposal)
Proof of previous experience	
Service/ Maintenance Included? (Y/N)	
Service/ Maintenance Turnaround Time included in proposal? (Y/N)	
Insurance Included: (Y/N)	
ALL INCLUSIVE/ TOTAL PRICE OVER THREE YEARS	R

Above information certified correct:

Signature: _____

Date: _____

NB: By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference.