

Bid No: SCM 28/2024/25

Supply Chain enquiries: 016 973 8740/44

Date: 11 November 2024

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF PRINTER CONSUMABLES ON AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management Unit Finance Building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **19 NOVEMBER 2024 before 11H00AM** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information. Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloun
Municipal Manager

SPECIFICATIONS

PRINTER CONSUMABLES

Please note: All the below toners / ribbons and cartridges should be original manufactured products

Printer Model	Cartridge / Toner / Ribbon
HP Laserjet 1018	12A - Q2612A
HP Laserjet 1020	
HP Laserjet 1000	15A - C7115A
HP Laserjet 1200	
HP Laserjet Pro M277n	CF400X
	CF401X
	CF402X
	CF403X
HP Laserjet Pro MFP4303 dw	W2300A
	W2301
	W2302
	W2303
HP Laserjet 1150	Q2624A
HP LaserJet P2055D	Black – CE505A
HP LaserJet Pro CM1415 color	CE320A
	CE321A
	CE322A
	CE323A
	HP Q3964A – Imaging Drum
HP Laserjet M276nw	CE210A
	CE211A
	CE212A
	CE213A
HP LaserJet Pro MFP M476 NW	CF380A
	CF381A

	CF382A
	CF383A
HP LaserJet Pro MFP M283	W2210A – 207a
	W2211A – 207a
	W2212A – 207a
	W2213A – 207a
Epson T5200 Plotter	Epson T6932 – Cyan
	Epson T6933 – Magenta
	Epson T6934 – Yellow
	Epson T6935 – Matte Black
	Epson T6931 – Photo Black
Epson LQ - 690	Ribbon - Black
Lexmark XM3150	Toner – Black
	Imaging Unit
	Maintenance Kit
Lexmark XM3250	Toner – Black
	Imaging Unit
	Maintenance Kit