

**Bid No: SCM 28/2025/26**

**Supply Chain enquiries: 016 973 8740/44**

Date: 07 January 2026

**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, DELIVERY, SUPPORT OF MULTIMEDIA EQUIPMENT.**

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 **16 JANUARY 2026 before 11H00** 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 Lease agreement where the bidder is the lessee or an official letter from the bank confirming the registered business address of the bidder.**

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

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Mr F.J. Motloug  
Municipal Manager

## SPECIFICATION:

Item Description
<b>SUPPLY, DELIVERY AND SUPPORT OF MULTIMEDIA EQUIPMENT.</b>
<b>CAMERA:</b> <ul style="list-style-type: none"><li>• Mirrorless camera with built in flash (Canon or equivalent)</li><li>• APC -S CMOS sensor resolution: 24 MP</li><li>• ISO sensitivity 100 – 32000</li><li>• 4K video recording mode</li><li>• Interfaces: Wireless, Bluetooth, USB and memory card</li><li>• Warranty, support and basic training</li><li>• Accessories: compatible tripod, camera bag, UHS II SDXC 128 GB Memory Cards, Mountable External Microphone and 24-105mm lens</li></ul>
<b>RECORDER:</b> <ul style="list-style-type: none"><li>• Meeting recorder capable of 360 meeting recording (Phillips or equivalent)</li><li>• AI speech to text conversion</li><li>• 8 GB internal memory</li><li>• Smart recording and playback functions</li><li>• Rechargeable battery</li><li>• Colour display for status information</li><li>• In the box: Recorder, meeting microphone, USB-c cable and pouch</li><li>• Warranty and support</li><li>• Sembly AI team subscription</li></ul>