



POP NUMBER: 06/2022- REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE BIDDER TO SUPPLY 54 PRE-USED HIGH-WORKLOAD MULTI FUNCTIONAL PRINTING MACHINES WITH MANAGED PRINTING SERVICES AND MAINTENANCE SOLUTION AT CITY OF JOBURG PROPERTY COMPANY SOC LTD FOR A PERIOD OF THREE (03) YEARS

Please note: Do not remove the front page of this document. Keep in order as purchased.

**City of Joburg Property Company SOC Ltd
Department of Finance: Supply Chain Management Unit**

POP 06/2022

Note: Tender document can be downloaded from JPC website at no cost, via
www.jhbproperty.co.za or www.etenders.gov.za

Important Notice

No submission(s) transmitted by fax or other electronic means will be accepted

Closing time of submission: 10h30 (Telkom time) – no bid received after the closing date and time will be accepted or considered.

NB: ALL BIDS WILL BE DEPOSITTED AT FORUM I, Block A, THIRD FLOOR (RECEPTION LEVEL) TENDER BOX, AT BRAAMPARK OFFICE PARK.

Opening of submissions: Bids will be opened at City of Joburg Property Company SOC Ltd, Forum I, Block A, Third floor(Reception level) Braampark Office Park, 33 Hoofd street, Braamfontein

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NAME OF BIDDER :

Documents to be Submitted: 1 original and 1 soft copy on a memory stick.

Submissions under sealed cover must be addressed to City of Joburg Property Company SOC Ltd endorsed with bid number and description, and placed in the tender box no later than the date and time indicated below. City of Joburg Property Company SOC Ltd does not take any responsibility for any bids deposited into an incorrect box.

Closing Date: 17 June 2022

Closing Time: 10h30 (Telkom time)

**Place: City of Joburg Property Company (SOC) Ltd
Forum I, , Block A, Third floor(Reception level) must be dropped in the tender box
Braampark Office Park
33 Hoofd Street, Braamfontein**



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INTRODUCTION

The City of Johannesburg

- a) In 2000, Johannesburg was restructured to become a single metropolitan authority and elections were held for an executive mayor and unified local government.
- b) Since then, the City has enjoyed a financial turnaround, with the creation of a credible and stable operating environment. This stability, strong centralised co-ordination and oversight has allowed the City to play a crucial role in building the economy, and implementing policies and structures to support economic growth and poverty alleviation.
- c) All urban development in Joburg is guided by the Growth and Development Strategy.

The City of Joburg Property Company SOC Ltd (JPC)

- a) The City of Joburg Property Company SOC Ltd (JPC), established in 2000, is a dynamic company mandated to manage and develop the City of Johannesburg's (CoJ) property assets for the purpose of maximising both social and commercial opportunities for the Council.
- b) Dedicated to finding solutions to the developmental challenges facing the City of Johannesburg, the JPC utilises council-owned land assets to leverage private sector investment in public infrastructure. The JPC, on behalf of the CoJ, provides Property Asset Management, Property Management (Commercial), Property Management (Social), as well as Facilities Management and Maintenance Services; and its relevant subsidiary services.
- c) Therefore the JPC prides itself as the arm responsible for maximising the social, economic and financial value of the CoJ's total property portfolio and enhancing its efficient use of property to drive investment, economic growth and job creation. The JPC aims to achieve its objectives by focusing on the following imperatives:
 - Realising value (social, financial and economic) for the CoJ;
 - Supporting economic development and aligning the CoJ property portfolio with CoJ priorities;
 - Increasing the effectiveness of economically viable municipalities and social use of properties; and
 - Management of risk and return with respect to the property portfolio and property transactions for the CoJ.



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INVITATION TO BID

(MBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD

BID NUMBER:	POP 06/2022	CLOSING DATE	17 June 2022	CLOSING TIME	10H30 (Telkom Time)
DESCRIPTION	POP NUMBER: 06/2022- Request for proposals for the appointment of a suitable bidder to supply 54 pre-used high-workload multi-functional printing machines with managed printing services and maintenance solution at City of Joburg Property Company SOC Ltd for a period of three (03) years				

THE SUCCESSFUL BIDDERS WILL BE REQUIRED TO ENTER INTO AN AGREEMENT WITH THE CITY OF JOBURG PROPERTY COMPANY SOC LTD

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT FORUM I, BLOCK A, 3RD FLOOR (RECEPTION LEVEL) BRAAMPARK OFFICE PARK, 33 HOOFD STREET, BRAAMFONTEIN, JOHANNESBURG. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED OR AMENDED)

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

**Municipal Entity: City of Joburg Property Company SOC Ltd.
Contact Person : Supply Chain Management Unit
Email : tenders@jhbproperty.co.za**

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-OR DOWNLOADED ONLINE (NOT TO BE RE-TYPED)**
- 1.3. 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.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART 3 BELOW.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TENDER ADVERT FOR BID: POP 06/2022

(JPC MBD 1)

CITY OF JOBURG PROPERTY COMPANY SOC LTD (REG. NO 2000/017147/07) ("JPC"), HEREBY INVITES INTERESTED PARTIES TO SUBMIT PROPOSALS FOR THE APPOINTMENT OF A SUITABLE BIDDER TO SUPPLY 54 PRE-USED HIGH-WORKLOAD MULTIFUNCTIONAL MACHINES WITH MANAGED PRINTING SERVICES AND MAINTENANCE SOLUTION AT CITY OF JOBURG PROPERTY COMPANY SOC LTD FOR A PERIOD OF THREE (03) YEARS.

Bid Number	POP 06/2022
Bid Description	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE BIDDER TO SUPPLY 54 PRE-USED HIGH-WORKLOAD MULTI-FUNCTIONAL PRINTING MACHINES WITH MANAGED PRINTING SERVICES AND MAINTENANCE SOLUTION AT CITY OF JOBURG PROPERTY COMPANY SOC LTD FOR A PERIOD OF THREE (03) YEARS
Compulsory Briefing Session Date	30 May 2022 at 10:00 am at the offices of the City of Joburg Property Company, 3rd floor (entrance level), A –Block, Auditorium, Forum I, Braampark, Braamfontein.
Document Availability Date	16 May 2022
Document Cost	Tender document can be downloaded from JPC website and E-tenders website at no cost, via www.jhbproperty.co.za or www.etenders.gov.za
Closing Date	17 June 2022 at 10h30 (Telkom time)
Disqualification criteria	Non-attendance of the briefing session and assessment.
Compliance Requirements before an award is made to the successful Bidder	<ul style="list-style-type: none"> Valid Tax Compliant Verification PIN number issued by SARS. Proof of registration of the Bidder as follows: <ul style="list-style-type: none"> Natural persons- certified copy of ID document/ passport Partnership- copy of Partnership Agreement plus IDs of all partners Company- current CM29 Close Corporation- current copy of CK1 and/or CK2C and /or COR 20.1 Trust- letter of appointment from the Master of the High Court of SA and deed of trust JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partners Entity BBBEE Certificate or JV/Consortium Consolidated BBBEE Certificate Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted.



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	<ul style="list-style-type: none"> Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted If the director does not own any property at least lease agreement or certified affidavit need to be provided In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement Central Supplier Data Base registration (CSD) Signature of the following documents. <ul style="list-style-type: none"> Declaration of interest in MBD 4 Declaration of the Bidder's Past Supply Chain Practices in MBD 8, Certificate of Independent Bid Determination in MBD 9, and Bidders Information in JPC MBD 7.1 <p>If the entity or any of its Directors are listed on the National Treasury register of defaulters, the bid will be rejected.</p>
Evaluation Criteria	Functionality, Price and B-BBEE
Address	City of Joburg Property Company SOC Ltd, Forum I, Block A, Third floor(Reception level) 33 Hoofd Street, Braam Park, Office Park, Braamfontein
Enquiries	tenders@jhbproperty.co.za

Please note the following conditions of submission:

- No late proposals will be considered.
- City of Joburg Property Company SOC Ltd reserves the right not to accept any proposals/accept part of the proposals, or to withdraw the call for proposals.

Helen Botes
Chief Executive Officer
City of Joburg Property Company SOC Ltd
Forum I, , Block A, Third floor(Reception level), Braam Park
Office Park, 33 Hoofd Street,
Braamfontein Johannesburg

**Contact Details
Supply Chain Management
Department
tenders@jhbproperty.co.za**





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BID DOCUMENTS CANNOT BE POSTED.

BID DOCUMENTS MUST BE PLACED IN A SEALED MARKED ENVELOPE AND DEPOSITED IN THE BID BOX SITUATED AT: **FORUM I, BLOCK A, THIRD FLOOR (RECEPTION LEVEL) BRAAMPARK OFFICE PARK, 33 HOOFD STREET, BRAAMFONTEIN.**

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY AT THE CORRECT ADDRESS.

INCOMPLETE, UNSIGNED DOCUMENTS/FORMS MAY BE REJECTED. JPC WILL NOT ACCEPT LATE RESPONSES.

ALL PAGES MUST BE INITIALED.

1 ORIGINAL AND 1 SOFT COPY ON A MEMORY stick, MUST BE DELIVERED AND CLEARLY MARKED.

The bid box will be accessible and closing time is (10h30).

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE RE-TYPED).

THIS BID IS SUBJECT TO JPC'S STANDARD CONDITIONS OF APPOINTMENT (JPC MBD 15) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

GENERAL TERMS OF REFERENCE PROCEDURES AND CONDITIONS (JPC MBD3)

1. Purpose

The purpose of this request is to obtain proposals for the appointment of a suitable bidder for the supply of 54 pre-used high-workload multifunctional printing machines with managed printing services and maintenance solution for City of Joburg Property Company SOC Ltd for a period of three (03) Years as specified in the Scope of Work.

2. Conditions of Proposal

- 2.1 The City of Joburg Property Company SOC Ltd (Reg. No 2000/017147/07) ("JPC"), hereby invites interested suitable qualified/experienced Bidders to submit proposals for consideration for the appointment for the work described in this RFP.
- 2.2 Appointment will be made in accordance with JPC's standard conditions of contract.
- 2.3 The appointment will be valid for a period of 3 years from date of appointment

Submission of Proposals

- a. The Bidder(s) must submit one original of the Proposal document and one memory stick
- b. Proposals must be submitted on or before 10:30 (Telkom Time) on the closing date.
- c. Each Proposal must be clearly marked with the title of the bid as per the cover page.
- d. The completed proposal call documents must be deposited in the tender box made available at **Forum I, Block A, Third Floor (Reception Level) Braampark Office Park, 33 Hoofd Street, Braamfontein.**

BID DOCUMENTS CANNOT BE POSTED

BID DOCUMENTS MUST BE PLACED IN A SEALED MARKED ENVELOPE AND DEPOSITED IN THE BID BOX SITUATED AT: FORUM I, BLOCK A, THIRD FLOOR (RECEPTION LEVEL) BRAAMPARK OFFICE PARK, 33 HOOFD STREET, BRAAMFONTEIN.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. BID SUBMITTED AFTER THE CLOSING DATE AND CLOSING TIME WILL NOT BE ACCEPTED FOR CONSIDERATION.

The bid box is accessible until 10:30 (Telkom Time) on the day of closing.

3. Further Conditions

- a. The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of this document.
- b. The Bidder(s) shall be deemed to know and understand the content of this document and a submission of a Proposal will indicate the Proposer(s) unconditional acceptance of all the terms and conditions contained in this document.
- c. The information required in the Proposal must be provided accurately and honestly. Bidder(s), who fail to provide such information to the satisfaction of the JPC, will be disqualified from the proposal call process.
- d. All details provided by the Bidder(s) will be regarded as material representations, on the basis of which the JPC based the evaluation of the proposal. Any



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- misrepresentation will be treated as material and will, result in the disqualification of the specific proposal by JPC and/or termination of the subsequent appointment.
- e. JPC will not be held responsible or liable for any costs whatsoever and /or losses incurred or suffered by the Bidder(s) or any other party or parties for whatsoever reason as a result of the Proposal.
 - f. Neither the appointed Bidder(s) nor the resulting contract may be ceded or assigned to a third party unless the Bidder(s) state that he/she/it is acting as agent on behalf of a another person or entity or such cession or assignment is approved by JPC for justifiable reasons.
 - g. The evaluation of bids will be completed by the JPC.
 - h. JPC reserves the right to seek clarification or further information from Bidders and or to the request the submission of required documents within a specified time, and to appoint professionals to advise on aspects of the proposals submitted.
 - i. JPC reserve the right to make an appointment to more than one bidder, in whole or in part.
 - j. JPC reserve the right to negotiate a final proposal with any of the Bidder(s).
 - k. JPC does not bind itself to accept any proposal submitted.
 - l. JPC may at its discretion withdraw the proposal call process at any stage during the process.

Enquiries

Only email enquiries will be accepted, such enquiries must be directed to:

tenders@jhbproperty.co.za

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER.....

CELLPHONE NUMBER CODE NUMBER.....

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

DECLARATION OF INTEREST

(MBD 4)

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire **MUST** be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, shareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		

No.	Information	Please provide detail	
3.7.1	Name of director		
3.7.2	Service of state organisation		
3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organisation		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		

No.	Information	Please provide detail	
3.11.2	Service of state organisation		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		

No.	Information	Please provide detail
Note:	<p>SCM Regulations:</p> <p>“1In the service of the state” means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. <p>“2 Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>	

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.



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I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORISED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY



FEE PROPOSAL

(MBD 5)

NAME OF BIDDER:

.....

BID NO.:

PROPOSED FEES		FEE
Supply outright purchase (Capex) of 54 MFP High end pre-used Machines equivalent or better (Including; Accessories) and (Including warranties/guarantees for a period of 36 Months)		R
COPY Click Rate Pricing to be submitted as per the schedule. Pricing schedule for Copy click rates, which Includes Maintenance, On-Site-Maintenance		<u>Copy Click charges per Page [R]- Rate X 100 000 = R XXXXX copy clicks (this will be used for evaluation purposes only.)</u> R R R R
CONSUMPTION PER YEAR FOR REFERENCE PURPOSES	JPC VOLUMES CURRENT AVERAGE PAGES PER Annum	
Year 1	198 994	
Year 2	244 628	
Year 3	318 684	
PRINTER AND MODEL NUMBER	QUANTITY REQUIRED	
(Machine1-Bizhub C3351) As per bid specification requirements Including accessories	17	
(Machine2-Bizhub C287) As per bid specification requirements Including accessories	24	
(Machine3-Bizhub C759e) As per bid specification requirements Including accessories	4	
(Machine4-Bizhub C458e) As per bid specification requirements Including accessories	9	
Printer Management Software with user controlled access for 36 months		R



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On-site certified Technical resource for 36 months; including transportation to remote locations within the Greater Gauteng areas.	R
SUB-TOTAL	R
VAT	R
TOTAL	R

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

1. The information provided in this section will be used to calculate the remuneration due for any appointments and will be used in the evaluation of bids.

Any enquiries regarding bidding procedures may be directed to:

**CITY OF JOBURG PROPERTY COMPANY SOC LTD:
SUPPLY CHAIN MANAGEMENT UNIT
tenders@jhbproperty.co.za**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (MBD 6.1)

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to this bid:

- The 80/20 system for requirements with a Rand value up to R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid could not be determined, therefore the highest acceptable tender will be used to determine the applicable preference point system; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Financial Offer; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
FINANCIAL OFFER	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
TOTAL POINTS FOR FINANCIAL OFFER AND B-BBEE MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR FINANCIAL OFFER

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for financial offer on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for financial offer of bid under consideration

Pt = Financial Offer of bid under consideration

Pmin = Financial Offer of lowest acceptable minimum bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

Price	80
B-BBEE Status Level of Contribution	Number of Points 20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non - Contributor	0
Maximum	10
Total	100

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people (As defined by the Act B-BBEE Number 46 of 2013 and any amended)		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....

8.6 **COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider

- ☐ Other service providers, e.g., transporter, etc.
[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.



POP NUMBER: 06/2022- REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE BIDDER TO SUPPLY 54 PRE-USED HIGH-WORKLOAD MULTI FUNCTIONAL PRINTING MACHINES WITH MANAGED PRINTING SERVICES AND MAINTENANCE SOLUTION AT CITY OF JOBURG PROPERTY COMPANY SOC LTD FOR A PERIOD OF THREE (03) YEARS

BIDDER'S INFORMATION

(JPC MBD 7.1)

Name of Bidder			
ID /Passport/ Registration Number			
Nature of bidder (tick one)	Natural Person/ Sole Proprietor		
	School/NGO/Trust		
	Company/ CC/ Partnership		
	Joint Venture (JV)		
Postal Address		Tel	
		Cell	
		Email	
		Fax	

BIDDER BANKING DETAILS

Name of bidder's Banker	
Contact details of banker	

Please indicate how you became aware of the invitation to submit this Proposal

The Star		JPC website	
Sowetan		E- Tenders	
JPC Social Media Accounts		Business Day	

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORISED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1. Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page</p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.</p>	Yes	No



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Item	Question	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORISED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

(MBD 9)

1. This municipal bidding document (MBD) must form part of all bids¹ invited.
2. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without

consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.



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.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

SCOPE OF WORK

(JPC MBD 10)

1. Background of Bid

The City of Joburg Property Company SOC LTD (JPC), Information Technology Unit requests proposals for the supply of 54 pre-used high-workload multifunctional printing machines with managed printing services and maintenance solution at City of Joburg Property Company SOC Ltd for a period of three (03) years

The equipment specifications and requirements are outlined below, the specifications must be equivalent or superior to the current MFP foot print as a turnkey solution.

- a) Supply 54 MFP High end pre-used Machines equivalent or better (Including; Accessories)
- b) Maintenance and support of MFP infrastructure through COPY CLICKS.
- c) Printer Management Software
- d) On-site certified Technical resource

2. Information Technology overview and competitive procurement

The purpose of the City of Joburg Property Company SOC Ltd Information Technology department directive is to ensure efficient and effective solutions to exceed customer expectations by providing responsive, reliable and secure information technology solutions that enables JPC to achieve its objectives at an optimal level.

Competition in purchasing provides equal opportunity for qualified vendors to compete for local private business including non-profit organizations in an attempt to offer the best prices, quality, or service. Competition is the central principal of any legitimate procurement process. In its purest form, competition ensures a free, open and healthy economy. When competition is available but is artificially restricted, the principles of public procurement are defeated.

BID SPECIFICATIONS

(JPC MBD 11)

Scope of service:

JPC hopes to ensure managed service with cost effectiveness and a quality turnkey solution,

Includes at least:

- Supply, installation, administration and operation of centralised MFP **software licensed** for the duration of the contract **36 Months**;
- The Managed service, as defined as to be charged per click
- Management of applicable licenses (software and other);
- Maintenance (including repairs for devices not under warrantee) of the devices;
- Support to end-users, as and when requested and applicable for remote off site locations.
- Supply, replenishment and disposal of consumables (e.g. toner);
- Monthly reconciliation report on paper usage versus paper purchases, including detailing discrepancies;
- Retaining and managing the spare consumable (i.e. JPC paper, toner) and spare parts stock, on site and within secure facilities provided by JPC, necessary to achieve the service levels;
- Replacement and movement of devices (optimisation) for all locations;
- Real-time / on-line / operational monitoring and tracking of devices and service (e.g. Management incident reports);
- Analysing the solution and propose improvements and changes to the solution / device fleet for consideration;
- Service reporting on a monthly basis regarding the service, benefits realisation, fleet of devices, cost and change proposals;
- Appropriately qualified product certified on-site staff (e.g. service manager, engineers, technicians), as deemed necessary to satisfy the service scope and level of service;
- Taking part in meetings (e.g. technical, project, management), as deemed necessary by JPC to provide and manage the service;
- The appropriate integrated services desk function, staff, related procedures and related systems (e.g. incident reporting; escalations, etc) as deemed necessary to satisfy the service scope and level of service;

The managed service to **exclude**:

- Paper acquisition and related charges;
- Any parts or service covered by the warrantee of the devices purchased as part of this tender;
- Providing and charging for any insurance for the devices.
- The managed service, as defined above, to be included and charged for via per page Copy Click charge(s).

The **supply of devices** and the **managed service** scope will:

Include:

- All general office document output devices at all JPC Offices
- Supply 54 MFP High end pre-used Machines equivalent or better (Including; Accessories)
- Maintenance and support of MFP infrastructure through (COPY CLICKS).
- Printer Management Software
- Certified On-site Technical resource

1. Managed Service (Certified On-site Technical Resource)

- The features of the overall solution, including the MPS software solution, includes at least the following features and functions: follow me, scan to email, secure printing, incident (toner, paper jam) alerting, print release, and cost and usage tracking;
- Retaining and managing spare consumable stock,
- The services desk function, procedures and related systems (e.g. incident reporting; escalations, etc.) to be integrated into the JPC IT service desk in way that is agreed between the two parties;
- Reporting on a monthly basis regarding at least the service performance, benefits realisation, exceptions / escalations, fleet of devices, cost / financials, and change proposals; The definition, agreement and implementation of the methods or means required to measure / calculate, record and report on the actual service performance,
- The information recorded, retained and reported must include at least:
 - Incident and requests history of uniquely identifiable incidents and request for service, together with resolution details;
 - spares and consumables used by the devices;
- Capacity of each device vs. the utilisation levels;
- Volume and cost information by user;
- Cost, payments and financial reconciliation related to the service;
- Exceptions to the guidelines / "policies" (e.g. colour documents printer that are larger

than the maximum) and abuse of the devices; and

- Benefits realised (e.g. wastage of paper avoided);
- Service performance;
- Service cost;
- Optimisation of, and changes to, the fleet of devices.

2. DETAILS (EQUIPMENT SPECIFICATIONS)

These product numbers or specifications are for comparison purposes ONLY.

MFP devices should be equivalent or superior to the descriptions and product numbers specified model numbers below, these must include the additional nonstandard, optional, accessories or extras on the listed devices.

1. BIZHUB C287

Cassette tray
Automatic Document Feeder
Relay Unit

2. BIZHUB C458

Finisher
Relay Unit
Automatic Document Feeder

3. BIZHUB C759

Automatic Document Feeder
Relay Unit
Punch kit
Finisher

4. BIZHUB C3351

Cassette tray
Automatic Document Feeder
Relay Unit

(Specified Models are for reference purposes ONLY the equivalent or superior OEM products should be specified with the relevant additional options must be priced where applicable)

The appointed Bidder will be responsible for the management of proposed turnkey solution. The software which is currently deployed with the fleet is (Y-Soft; for reference only)

Required Warranties on New pre used MFP devices

The bidders should produce a manufacture backed-up warranty / guarantee that indicates the lifespan of volumes average per month of the 54 pre-used multifunctional printing machines for a period of 36 months.

Equipment Schedule: The breakdown of the current MFP devices per office;

QUANTITY	MODEL	SERIAL NO
17	Bizhub C3351	A92F021054893
	Bizhub C3351	A92F021055633
	Bizhub C3351	A92F021055581
	Bizhub C3351	A92F021055642
	Bizhub C3351	A92F021055298
	Bizhub C3351	A92F021055199
	Bizhub C3351	A92F021054854
	Bizhub C3351	A92F021055637
	Bizhub C3351	A92F021054620
	Bizhub C3351	A92F021055651
	Bizhub C3351	A92F021055629
	Bizhub C3351	A92F021055086
	Bizhub C3351	A92F021054850
	Bizhub C3351	A92F021055638
	Bizhub C3351	A92F021055605
	Bizhub C3351	A92F021054699
	Bizhub C3351	A92E021003795

QUANTITY	MODEL	SERIAL NO
	Bizhub C287	A797027501487
	Bizhub C287	A797027501612
	Bizhub C287	A797027501649
	Bizhub C287	A797027501723
	Bizhub C287	A797027501544
	Bizhub C287	A797027501648
	Bizhub C287	A797027501557

24	Bizhub C287	A797027501465
	Bizhub C287	A797027501450
	Bizhub C287	A797027501564
	Bizhub C287	A797027501520
	Bizhub C287	A797027501585
	Bizhub C287	A797027501561
	Bizhub C287	A797027501636
	Bizhub C287	A797027501546
	Bizhub C287	A797027501603
	Bizhub C287	A797027501466
	Bizhub C287	A797027501486
	Bizhub C287	A797027501632
	Bizhub C287	A797027501665
	Bizhub C287	A797027501670
	Bizhub C287	A797027501681
	Bizhub C287	A797027502114
	Bizhub C287	A79M021053407

QUANTITY	MODEL	SERIAL NO
4	Bizhub C759e	A8JE021002466
	Bizhub C759e	A8JE021002498
	Bizhub C759e	A8JE021002644
	Bizhub C759e	A8JE021002652

QUANTITY	MODEL	SERIAL NO
9	Bizhub C458e	A79M021053075
	Bizhub C458e	A79M021053268
	Bizhub C458e	A79M021053164
	Bizhub C458e	A79M021053346
	Bizhub C458e	A79M021053115
	Bizhub C458e	A79M021053078
	Bizhub C458e	A79M021053190
	Bizhub C458e	A79M021053456
	Bizhub C458e	A79M021053444

EVALUATION CRITERIA

(JPC MBD 12)

Bids will be evaluated as follows:

1. DISQUALIFICATION CRITERIA

- a) Non-attendance of the compulsory briefing session and assessment will result in the bidder being disqualified, the bidder will not be evaluated for functionality price and B-BBEE.

2. COMPLIANCE CRITERIA BEFORE AN AWARD IS MADE TO THE SUCCESSFUL BIDDER

- 2.1. Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant Verification PIN number issued by SARS.
- 2.2. Proof of registration of the Bidder as follows:
 - a) Natural persons- certified copy of ID document/ passport
 - b) Partnership- copy of Partnership Agreement plus IDs of all partners
 - c) Company- current CM29
 - d) Close Corporation- current copy of CK1 and/or CK2C
 - e) Trust- letter of appointment from the Master of the High Court of SA and deed of trust
 - f) Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.)
 - g) JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partners
- 2.3. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted.
- 2.4. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted.
- 2.5. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted.
- 2.6. If the director does not own any property at least lease agreement or certified affidavit need to be provided
- 2.7. Signature of the following documents.

Declaration of interest in MBD 4
Declaration of the Bidder's Past Supply Chain Practices in MBD 8,
Certificate of Independent Bid Determination in MBD 9, and
Bidders Information in JPC MBD 7.1

2.8. Central Supplier Data Base registration.

2.9. In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement

2.10. Entity BBBEE Certificate or JV/Consortium Consolidated BBBEE Certificate

3. EVALUATION CRITERIA

TECHNICALITY / FUNCTIONALITY EVALUATION

Bids will be evaluated in order to establish whether they meet the minimum required thresholds for functionality. In this regard, bidders are required to achieve a functional score of not less than 70 points out of 100.

Evaluation Criteria	Weight	Documents/Resources The "Rating" of this item is based on a four-point scale.
<p>COMPANY EXPERIENCE AND REFERENCE</p> <p>Record of Previous Experience.</p> <p>This is based on contractor history and managing projects of a similar nature to this bid were 50 or more MFP devices have been successfully deployed and managed for a period of 36 Months or more.</p> <p>The reference must be written confirmation from clients and must include related letters of appointment.</p> <ul style="list-style-type: none"> None = 0 points One (1) to Three (3) reference letter = 5 points Four (4) to Five (5) reference letter = 15 points 	25	<ul style="list-style-type: none"> Bidder to submit reference letters from client on a client's letter head indicating the following: name of project, project duration (start and completion date), value of project, contactable client representative responsible for the project, client's email address and contact details. Reference Letters should be for contracts not be older than 3 years. Any reference letter that do not have the above will not be considered. furthermore completion certificate will not be considered as reference letters

<ul style="list-style-type: none"> Six (6) or/and more reference letter = 25 points 		
<p>Certified Onsite technical Resource Capacity</p> <p>1x Onsite Technical resources including their CV and valid certified certificate/s relevant to the project for the duration of 36 Months.</p> <p>X3 Onsite Alternative stand-by Onsite Technical resource. Including their CV, s and their valid certificates relevant to the project for the duration of 36 Months.</p> <p>The alternative Stand-by resources are provisioned for 100% MFP business continuity</p> <ul style="list-style-type: none"> CV provide with certification (one CV = 10 points) X3 Alternative CV provide with certification (three or more CVs = 15 points) <ol style="list-style-type: none"> If the certified certificate is not provided no points will be allocated Also include the Technician must be employed by the bidder <p>If the technical resource are not employed by the bidder no points will be allocated.</p>	<p>25</p>	<p>Certified Onsite technical Resource Capacity</p> <p>The bidder must provide a letter on their company letter head that confirms onsite technicians are employed in their company.</p>
<p>Supplier Backed Warranty/ Guarantee for a period of 36 months</p>	<p>25</p>	<p>Supplier Backed Warranty/ Guarantee for a period of 36 months</p>

<p>The bidders should produce a Manufacturer or Supplier backed-up warranty/guarantee that indicates the lifespan based on the average volumes per month for the proposed on 54 pre-used multifunctional.</p> <ul style="list-style-type: none"> • 54 MFP Warranties/Guarantees for a period of 36 months = 35 points <p>If not provided no points will be allocated</p>		
<p>Detailed Project Programme completed within 30 days of appointment</p> <p>The purpose is to establish an overall picture within a Gantt chart of the company's Technical resources capacity and ensure the correct certification and compliance in the ability of the technical resources to undertake the implementation and rollout of the project to completion within 30 days of appointment.</p> <p>Detailed Project program with Team Members, relevant to the project, for the duration of the project for 30 Days</p> <ul style="list-style-type: none"> • On a Gantt chart format and a detail at least activity level 2 (plan and resources)= 5 points, If not provided no points will be allocated • Resources implementation team, 5 resources or more, CVs = 5 points, If less than 5 provided no points will be allocated 	<p>25</p>	<p>Detailed Project Programme completed within 30 days of appointment</p>

<ul style="list-style-type: none"> • Ability to demonstrate on the project plan showing the overall ability to deliver 30 days from appointment, • = 15 points, If more than 30 Days no points will be allocated <p>*Aligned with JPC's completion dates within 30 days from letter of appointment.</p> <p>No point will be allocated if the above are not met or the time to completion is more than 30 days.</p>		
TOTAL	100	

TIME FRAME

The appointed bidder will be valid for a period of 3 years from the date set out in the service level agreement, the submitted project plan must be delivered within the specified time frames that meet the functional requirements for completion within 30 days from date of appointment.

STAGE 2: PRICE AND B-BBEE (80:20)

Only bids that meet the criteria for Stage 1 will be evaluated at this stage. Bids will be evaluated using the 80:20 principles, as per the MFMA Circular No. 53 of the National Treasury as follows:

PRICE

Formula for scoring the bid Price

the 80/20 preference point system

A maximum of 80 points is allocated for financial offer on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

BROAD BASED BLACK ECONOMIC EMPOWERMENT

B-BBEE is a deliberate socio-economic process or intervention strategy designed to redress the imbalances of the past and to facilitate the participation of Black people in the economy. JPC shall apply the provisions of the Broad Based Black Economic Empowerment Act and its codes of good practice as verification of the bidders' BEE status. Preference will be given to B-BBEE bidders.

Verification Agency accredited by SANAS.

- Bidders other than COJs must submit their valid B-BBEE Status Level verification certificate substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- A 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 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 score card 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 Practice.



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Price	80
B-BBEE Status Level of Contributor	Number of Points 20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non - Contributor	0
Maximum	20
Total	100



STATEMENT OF BIDDERS EXPERIENCE

(JPC MBD 13)

NAME OF BIDDER:
BID NO.:

The value of relevant project management/ program management work previously completed by the bidder or by the bidders principles (meaning key employees/shareholders of the bidder but for work completed for another entity or previous employer) is as follows:

	RELEVANT PROJECT/ PROGRAM NAME	RECORD OF PREVIOUS RELEVANT PROJECT COMPLETED.	APPOINTED ONSITE TECHNICAL RESOURCE AND CERTIFICATION THEY HOLD.	SUPPLIER BACKED WARRANTY/ GUARANTEE	PERIOD/ TIMELINE OF THE RELEVANT PROJECT	CONTACT DETAILS OF REFERENCE
1						
2						
3						
4						
5						
	TOTAL					

CAPABILITY AND EXPERIENCE OF KEY PERSONNEL

The following Key Personnel will be allocated to the work:

NAME	ROLE	CV ATTACHED WITH CERTIFICATION

NB: CVs of nominated personnel must be attached substantiating, capability, qualification, experience and suitability.

STANDARD CONDITIONS OF SUBMISSION

(JPC MBD 14)

The following conditions apply to all bids submitted:

- All bids must be submitted in compliance with the Bid Specification specified in JPC MBD 11

QUALIFICATION CRITERIA

Failure to adhere to the qualification requirements on JPC MBD 1 (qualification criteria) will result in the disqualification of the bid:

SUBMISSION OF PROPOSALS

- Bidder(s) are invited to submit their Proposals by completing the returnable Municipal Bidding Documents (MBDs) and JPCs' MBDs contained in this document.
- In this regard:
 - No other form of proposal will be accepted. The MBDs must not be construed as an offer.
 - The Bidder(s) must submit one (1) original completed Bid document and a memory stick.
 - All Proposal documentation received shall be deemed JPC property and shall not be returned or thus requested back by any Bidder.
- Proposals must be sealed, clearly marked with RFP name and number, and addressed to The Chief Executive Officer, City of Joburg Property Company (SOC) Ltd
- Bidder's return address must be clearly indicated at the back of the envelope.
- The fully completed document with annexures must be submitted on the date of closing specified on the front cover, and be deposited in the tender box which will be made available at **FORUM I, BLOCK A, THIRD FLOOR (RECEPTION LEVEL)** of:

Braampark,
33 Hoofd Street,
Braamfontein

- **PROPOSALS WHICH ARE NOT SUBMITTED IN A PROPERLY SEALED AND MARKED ENVELOPE AND DEPOSITED IN THE BOX BEFORE THE CLOSING DATE, WILL NOT BE OPENED.**
- **PROPOSALS WHICH ARE NOT SUBMITTED IN THE CORRECT FORMAT WITH ANNEXURES ATTACHED, DULY COMPLETED, INITIALLED AND SIGNED, WILL NOT BE CONSIDERED.**

- The information required in the MBDs must be provided accurately and honestly. All details provided by the Bidder(s) will be regarded as material representations, which the JPC base the evaluation of the Proposal on. Any misrepresentation will be treated as material and will result in the disqualification of the Proposal by the JPC. Bidders, who fail to provide such information to the satisfaction of the JPC, will be disqualified.

OPENING OF PROPOSALS

- Proposals will be opened immediately after the closing time on the closing date at the offices of JPC at the mentioned address. The RFP number, and the name of each Bidder(s) will be announced and recorded in a register.
- Bidder's return address must be clearly stipulated or indicated on the back of the envelope.

EVALUATION OF PROPOSALS

- JPC reserves the right to seek clarification or further information from Bidder(s) and to appoint professionals to advise and verify information on aspects of the Proposals submitted in a manner that the JPC or its agent deems appropriate.
- The preferred Bidder(s) may be required to make presentations to the JPC.
- The Bidder(s) shall be deemed to know and understand the content of the Proposal Call document and a submission of the MBDs will indicate the Bidder(s) unconditional acceptance of all the terms and conditions contained in the Proposal Call document.
- The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of the Proposal Call documents.
- The non-acceptance or variation of any of the conditions, or the inclusion of any other conditions in the Proposal Call document by the Bidder(s) will be treated as a qualified bid.
- The Proposal(s) will be evaluated by the JPC. JPC may accept any Proposal in whole or in part and is not bound to accept any Proposal
- Proposals will be evaluated using the evaluation criteria stated in JPC MBD 12.
- The Proposal(s) will be adjudicated by the JPC's Bid Adjudication Committee and awarded in terms of the JPC's Supply Chain Management Policy for Goods and Services.
- The JPC will not be held responsible or liable for any costs whatsoever and /or losses incurred or suffered by the Bidder(s) or any other party or parties for whatsoever reason as a result of the Proposal.
- Any Proposal in the name of a partnership or joint venture or consortium will, on

acceptance, be deemed as joint and several agreements with all parties.

- All proposals shall remain valid for a period of **120 days** after the closing date, provided that bidders may extend the validity of the proposal on request of JPC.

RESOLUTIONS OF DISPUTES

- Persons or bidders who are aggrieved by decisions or actions taken in the implementation of Supply Chain Management system or in the awarding of the bid, must within 20 (twenty) days of the awarding of the bid, lodge a written complaint containing the details of the dispute arising to the Chief Executive Officer of JPC at the following address or telefax number:

Forum I, Braampark, 33 Hoofd Street, Braamfontein

Email Address: tenders@jhbproperty.co.za

- The written complaint must contain the following information:
 - The bid reference number;
 - The section of the Policy, Regulations or Act that has been violated;
 - The details of the violation;
 - The City Department or Municipal Owned Entity involved;
 - Relief sought.
- The Chief Executive Officer may appoint an independent person, from outside or within the City or JPC, to investigate and propose a dispute resolution mechanism to address the complaint. The person so appointed will be someone who was not involved in the transaction in question.

PROHIBITIONS

- JPC will not, subject to such amendments to the Act and Regulations and any exemptions as the Minister may promulgate from time to time, award contracts to Bidder(s) who are owned directly or indirectly by the following categories of persons:-
 - defined as an employee or public servant in the service of the state working for Local, Provincial and National Government; or
 - defined as an employee in the service of a government owned entity including the municipal entities;
 - if the employee mentioned above is actively or inactively a director, manager or principal shareholder of the service provider concerned (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
 - is a member of the board of directors of a municipal entity within its area of jurisdiction (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
 - who is an advisor or consultant contracted to the JPC for the purposes of assisting the JPC with defining of requirements, drafting of specifications or evaluation of the Proposals.

- JPC will not award Proposals to any Bidder(s) owned directly or indirectly by politicians serving as councillors for any municipality.
- JPC will not award Proposals to any Bidder(s) owned directly or indirectly by politicians serving in National Assembly, Provincial Legislatures and National Council of Provinces.
- Failure by the above mentioned persons to comply with the above shall lead to cancellation of the contract.

CONSIDERATION OF PROPOSALS FROM CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

- The JPC does not encourage awarding of contracts to close family members of employees in decision-making positions.
- The bidder must declare and state whether a spouse, child or parent of the bidder or of a director, manager or shareholder is in the service of the City of Johannesburg Municipality, the City of Joburg Property Company SOC Ltd, or has been in the service of the state in the previous twelve months.

GENERAL ENQUIRIES

Only email enquiries will be accepted, such enquiries must be directed to tenders@jhbproperty.co.za

JPC STANDARD CONDITIONS OF APPOINTMENT (JPC MBD 15)

1. **Appointment in Force and Authorised Signatories:** This appointment is considered to have come into force immediately after all the necessary signatures have been appended.
2. **Independent Contractor:** The Service Provider is appointed as an independent contractor and no contract of agency and/or employment is created. Save as may be expressly authorised by JPC from time to time in writing, the Service Provider shall not hold itself out to be the agent of JPC and/or commit JPC to any contract or obligation of whatever nature.
3. **Alterations:** Should circumstances arise which call for modifications of the appointment, these may be made by mutual consent given in writing. Proposals in this respect from one party shall be given due consideration by the other party.
4. **Assignment:** The Service Provider shall not without the prior written consent of JPC, cede or assign any of the benefits and obligations under this appointment.
5. **Sub-Contracts:** Any sub-contracts or modifications or termination thereof relating to the performance of the services by the Service Provider shall be made only with the prior written consent of JPC.
6. **Compliance with Laws, By-laws and Ordinance:** The Service Provider shall comply strictly with every applicable law, by-law and ordinance including every regulation, code of conduct or other directive to which the Service Provider may be subject in its professional capacity. In this regard, the Service Provider's particular attention is drawn to the requirements of the Occupational Health and Safety Act (OHSA) and its regulations as well as to the Financial Intelligence Centre Act (FICA).
7. **Insurance:** If applicable, the Service Provider shall at its own cost and expense maintain professional indemnity insurance and public liability insurance with an insurer approved of by JPC in an amount and for duration as specified in the letter of appointment to which these general conditions of appointment relate.
9. **Postponement and Termination:** JPC may give written notice to the Service Provider at any time of its intention to abandon the services, in whole or in part, or to terminate this appointment. The effective termination date of this appointment shall not be less than fourteen (14) days after receipt of such notice, or such other shorter or longer periods as may be agreed between the parties.

Upon receipt of such notice, the Service Provider shall take immediate steps to bring the services to a close and to reduce expenditure to a minimum. Upon termination of the appointment the Service Provider shall deliver to JPC the originals of all documents in the possession of the Service Provider relating to and/or in connection with the appointment in both hard copy and (insofar applicable) electronic format.

9. **Force Majeure:** The Service Provider shall promptly notify JPC, in writing, of any situation or event arising from circumstances beyond its control and which he could not reasonably foresee, which makes it impossible for the Service Provider to carry out in whole or in part, his obligations under this appointment. Upon the occurrence of such a

situation or event, the services shall be deemed to be postponed for a period of time equal to the delay caused by the Force Majeure and a reasonable period not exceeding two weeks.

10. **Claims for Default:** Any claims for damages arising out of default and termination, shall be agreed between JPC and the Service Provider, or failing agreement, shall be referred to dispute resolution in accordance with clause 20.
11. **Rights and Liabilities of Parties:** *Termination of this appointment for whatever reason shall not prejudice or affect the accrued rights or claims and liabilities of either party to this appointment.*
12. **Confidentiality:** The Service Provider shall maintain all information relating to the appointment in the strictest confidence.
13. **Indemnity:** The Service Provider indemnifies JPC and holds JPC harmless against any loss or damage that may be suffered by JPC (including and without limiting the generality of the foregoing any claim that may be brought or threatened against JPC by any third party) arising from or by reason of the failure by the Service Provider to comply with its obligation in terms hereof.
14. **Skill, Care and Diligence:** The Service Provider shall exercise all reasonable skill, care and diligence in the performance of the services under the appointment and shall carry out all his responsibilities in accordance with recognised professional standards. If any documentation prepared or submitted by the Service Provider to JPC is approved by JPC such approval shall not limit the professional liability of the Service Provider in respect thereof. The Service Provider shall remain professionally liable in respect of such documentation notwithstanding the approval thereof by JPC.
15. **Faithful Advisor:** The Service Provider shall, in all professional matters, act as a faithful advisor to JPC and, in so far as his duties are discretionary, act fairly as between JPC and third parties.
16. **Indirect Payments:** The remuneration of the Service Provider charged to JPC, shall constitute his only remuneration in connection with the appointment and neither he nor his personnel shall accept any trade commission, discount, allowance or indirect payment or other consideration with or in relation to the appointment or to the discharge of his obligations thereunder.
17. **Royalties:** The Service Provider shall not have the benefit, whether directly or indirectly, of any royalty on or of any gratuity or commission in respect of any patented article or process used on or for the purposes of the appointment, unless it is agreed to by JPC in writing that he may.
18. **Ownership of Equipment, Materials, Supplies and Facilities:** Equipment, materials, supplies and facilities furnished to the Service Provider by JPC or purchased by the Service Provider with funds wholly supplied or reimbursed by JPC shall be the property of JPC and shall be so marked. Upon completion or termination of the services under this appointment, the Service Provider shall furnish to JPC, inventories of the equipment

and materials referred to above as it then remains and dispose of same as directed by JPC.

19. **Copyright:** All copyright in and to all documents, plans, designs and other material of whatever nature prepared or produced by the Service Provider in the course and scope of its appointment shall be and remain vested in JPC for which purpose the Service Provider cedes to JPC all such copyright.

20. **Dispute Resolution:**

- a. Any dispute arising between the Parties in respect of this appointment shall in the first instance be referred in writing to the senior executives of the Parties by either Party for resolution. The senior executives of the Parties shall meet within five (5) business days after receiving the aforesaid written referral and shall use their best endeavours to resolve the dispute within the time foregoing.
- b. If the senior executives fails to meet within five (5) business days after a dispute has been referred to them or fail to resolve the dispute within the time in paragraph (a) above, then either Party shall be entitled to immediately institute legal proceedings from a competent court.
- c. Notwithstanding anything to the contrary contained in this paragraph 20, any party shall be entitled to approach a competent court for an appropriate relief.

21. **Sequestration or Surrender of Service Provider's Estate**

In the event of an order being made for the sequestration of the Service Provider's estate, whether provisional or final, or in the event of an application being made for such order, or in the event of the Service Provider making application for the surrender of his estate, or if he shall enter into, make or execute any deed of assignment or other composition or arrangement with, or assignment for the benefit of his creditors, or purport to do so, or if the Service Provider, being a company, shall pass a resolution, or if the Court shall make an order for the liquidation of such company, the Council shall have the right, summarily and without recourse to law, to determine the contract without payment of any compensation to the Service Provider, and without prejudice to the right of the Council to sue the Service Provider for any damages sustained by it in consequence of one or other of the aforementioned events.

REGISTRATION DOCUMENTS

(JPC MBD 16)

THE FOLLOWING DOCUMENTS MUST BE ATTACHED HEREAFTER (AS MBD) AS PROOF OF REGISTRATION:

- *Natural persons, Sole proprietors and JVs of these – copy of ID document/passport*
- *Schools – copy of Provincial School registration certificate*
- *NPC – copy of Provincial registration certificate*
- *Society Club/ Association – copy of Constitution / founding document*
- *Partnership -copy of partnership agreement plus IDs of all partners*
- *Closed Corporation - Copy of CK1 and/or CK2 and /or COR 20.1 members agreement*
- *Company – current CM29,*
- *Trust – letter of appointment from the Master of the High Court of SA and deed of trust*
- *Joint Venture/Consortium – JV/Consortium agreement plus ID documents/ company Registration document of all members of JV/Consortium*



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BIDDER'S COMPANY PROFILE

(JPC MBD 17)



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POWER OF ATTORNEY OR COMPANY RESOLUTION

(JPC MBD 18)



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PROOF OF UP TO DATE MUNICIPAL ACCOUNT / AFFIDAVIT / PROOF OF ARRANGEMENTS TO SETTLE ARREARS (JPC MBD 19)



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JOINT VENTURE / CONSORTIUM AGREEMENT

(JPC MBD 20)