



# **BLUE CRANE ROUTE MUNICIPALITY**

**CONTRACT NO: T17/2024**

**SUPPLY, DELIVER AND INSTALLATION OF 48 (22) x  
MULTIFUNCTIONAL NETWORK PRINTERS FOR A PERIOD  
OF THREE (3) YEARS**

**ADDENDUM NO 1**

**12 JUNE 2024**

**ISSUED BY:**

**THE MUNICIPAL MANAGER  
BLUE CRANE ROUTE MUNICIPALITY  
P O BOX 21  
SOMERSET EAST  
5850**

**Contact Person: Mr Z GUSH/  
Ext 6479 / 0422436400**

**FORM OF RECEIPT OF ADDENDUM NO 1**

NB this Form of Receipt of Addendum No 1 must be completed by the Tenderer and returned by fax immediately and separately to:

BLUE CRANE ROUTE MUNICIPALITY  
P O Box 21  
SOMERSET EAST  
5850  
For Attention: Mr Z GUSH

I/We acknowledge receipt of Addendum No 1 and have noted its contents.

SIGNED ON BEHALF OF THE TENDERER:

\_\_\_\_\_

NAME OF SIGNATORY:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

NAME AND ADDRESS OF TENDERER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL NO:

\_\_\_\_\_

FAX NO:

\_\_\_\_\_

DATE:

\_\_\_\_\_

This Addendum forms integral part of the Tender and shall be incorporated into the contract. Each Tenderer shall incorporate the following omissions, amendments and/or additions to the document and Tender.

Tenderers shall acknowledge receipt and acceptance of the Addendum and submit the completed addendum with his Tender. No pages may be removed from the Addendum.

## 1. ADDITIONS ON PAGE 15

Refers to pages 15 to 17 of the Tender document.

### 1.1 On special conditions

#### Requirement for all printers Category (A to D):

The printer must be able to provide security relevant chronological records such as audit trail and other reports.

- All printers must have a Standard built-in security feature using Pin codes to secure and trace usage on each account.
- Bidders must be able to provide print management software to allow centralized administration for all the entire printers to ensure;
  - secure Printing
  - easy mobile device printing
  - lowering the cost of printing
  - better monitoring, control and maintenance
- Bidders must state the costs (**if any**) of the print management software for all the machines together with their pricing schedule under **optional/Extra cost**.
- **Note:** *No central print management software required for category E printers*

### 1.2 4 X A4 COLOR MULTIFUNCTION PRINTER ADDED ON CATEGORY E AND THE TOTAL NUMBER OF REQUIRED PRINTERS CHANGED FROM 18 TO 22

#### CATEGORY E SPECIFICATION:

- Multifunction Network Printer/ Scanner/ Copier
- Print Paper Sizes: Maximum A4
- Original Paper Size: Maximum A4
- Color and Monochrome printing/scanning/copying
- USB port
- Laser printing technology
- Secured wireless connectivity
- Print speed: 33 pages per minute (mono/colour)
- System Memory: Minimum 4 GB

- Internal Hard Disk Drive: Minimum 16 GB
- Input Trays: 1 x 500, 1 x 100 Sheet Bypass Tray
- Dual Scan Document Feeder
- Scan resolution of up to 600 x 600 dpi
- 20 sheet offline stapling
- Network printing, scan to mail/network and colour scanning
- Mobile printing

## **2. ADDITIONS/AMMENDMENTS**

- **Pages 18 of the Tender Document**
  - **Printing and maintenance costs**
  - **Find attached Annexure A & B - Table for Rental cost per machine and service cost for the period of 3 years.**
- **Page 21 of the Tender Document – Pricing Schedule**
  - **Find attached Annexure C – Revised Pricing Schedule**

## ANNEXURE A

### 2.3 List of the machines, Page per Minute, Rental Cost per Machine and Service/maintenance cost for each year

#### 2.3.1 Rental cost per machine

Category	Required Machine	No. of the Machines	Model or Type of the Machine Offer (Attach Brochure)	Printing pages per Minute	Machine Comply with specification. (Y/N)	Rental Period	Rental Amount Vat Incl. per Machine (Take each price to the pricing schedule – MBD 3.1)		
							Year 1	Year 2	Year 3
<b>A</b>	A3 Heavy Duty Colour copier	2		B =		36			
				C =					
<b>B</b>	A4/A3 Colour	4		B =		36			
				C =					
<b>C</b>	A4/A3 B/W	8		B =		36			
<b>D</b>	A4 B/W	4		B =		36			
<b>E</b>	A4 COLOR	4		B =		36			
				C =					

## ANNEXURE - B

### 2.3.2 Service/maintenance cost for each year

Category	Required Machine	No. of the Machines	Model or Type of the Machine Offer	Printing pages per Minute	Rental Period	Service Cost per Page Both Colour & B/W		
						Year 1	Year 2	Year 3
<b>A</b>	A3 Heavy Duty Colour copier	2		B = C =	36	B =	B =	B =
						C =	C =	C =
<b>B</b>	A4/A3 Colour	4		B = C =	36	B =	B =	B =
						C =	C =	C =
<b>C</b>	A4/A3 B/W	8		B =	36	B =	B =	B =
<b>D</b>	A4 B/W	4		B =	36	B =	B =	B =
<b>E</b>	A4 COLOR	4		B = C =	36	B =	B =	B =
						C =	C =	C =

## ANNEXURE - C

MBD 3.1

### PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**  
**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder..... Bid Number.....

Closing Time ..... Closing Date .....

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

#### Pricing Schedule 1- Firm Prices

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

CATEGORY	QTY	DESCRIPTION	BID PRICE IN RSA CURRENCY (EXCLUDING VAT)		
			MONTHLY FEE RENTAL		
			YEAR 1	YEAR 2	YEAR 3
A	2	A4/A3 Heavy Duty Colour Printer			
B	4	A4/A3 Colour Printer			
C	8	A4/A3 Monochrome Multifunction			
D	4	A4 Monochrome Multifunction			
E	4	A4 Color Multifunction			
		<b>Sub Total</b>			
		<b>VAT @15%</b> <b>(Only if VAT Registered)</b> <b>VAT Number:</b>			
		<b>(Pricing Schedule 1)</b> <b>Total (for each year)</b>			
		<b>BID TOTAL FOR 36 MONTHS</b>			

#### Optional/Extra Costs

3<sup>rd</sup> party Print management software for centralized administration with escalation %:

**Total Amount for 18 Machines (if any)**

\_\_\_\_\_ over 36 Months

Required by:.....

- At: .....

- Does the offer comply with the specification(s)? \*YES/NO

- If not to specification, indicate deviation(s) .....

- Period required for delivery .....

\*Delivery: Firm/Not firm

- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

Issued by:



**MR. MZWANDILE PATRICK NINI  
MUNICIPAL MANAGER  
67 NOJOLI STREET  
SOMERSET EAST  
12 JUNE 2024**