



ADDENDUM NO. 1

BID NO. EDM/13/2021-22

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF COPIER MACHINES FOR A PERIOD OF THREE YEARS

FUNCTIONALITY OR QUALITY EVALUATION

Bidders to take note that the quality or functionality evaluation criteria have been amended and the following shall apply during the evaluation and adjudication stages and therefore bidders are requested to submit their bids in line with this amended functionality criteria.

The description of the quality criteria and the maximum number of tender evaluation points allocated to each is shown in the table below. The score for quality will be the sum of the scores for the individual criteria.

Description of quality / functionality criteria	Maximum number of tender evaluation points	
Expertise of key personnel or project team in relation to the service (Qualified technician with qualifications from an accredited institution will be an added advantage) Attach CV's and Certified copies of qualifications of key personnel.	Supervisor (Senior Technician) = 10 points are allocated for a Senior Technician with ten or more years of experience in a similar environment. Technician (Junior) = Supervisor (Senior Technician) = 10 points are allocated for a Junior Technician with seven or more years of experience in a similar environment	40
Track record or experience of tenderer on similar projects implemented. Indicate similar projects undertaken by the entity as a whole and completion certificate as well as traceable references. Minimum of three similar projects required.	10 points per projects divided as follows: 6 points allocated for a certified copy of appointment letter and 4 points allocated for a certified copy of a completion certificate/reference letter.	30
Certified copies of at least two letters from the registered manufacturers/suppliers or wholesalers of the copier machines confirming the bidder's authorisation to sell/distribute and maintain the required copier machines as suggested by the bidder.	10 points will be allocated for each certified copy of the confirmation letter.	20
Bidders' bank rating from a registered bank in terms of the South African Bank Act	No bank rating = 0 points C" Bank Rating = 6 points B" Bank Rating = 8 points A" Bank Rating = 10 points	10
Total evaluation points for quality		100



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The minimum number of evaluation points for quality remains unchanged at 70. Tender offers that fail to score the minimum number of evaluation points for quality will not be considered for further evaluation.

2. BID PRICING AND COST BREAKDOWN

Bidders will be evaluated for price to be indicated the cost breakdown for the following items:

1. Rental, the monthly rental shall comprise of year 1, year 2 and year 3 with a clear indication of the cost factors.
2. The cost breakdown must be broken into monthly rental for year 1, year 2 and year 3 and fixed.
3. The cost for the monthly usage should include repairs and maintenance, and supply of toners for the copiers must form part of the copies price or rate per unit and should be quoted separately.

Bidders that do not comply with the cost breakdown requirements will be rejected and not evaluated further on functionality.

**FS SIBOZA
MUNICIPAL MANAGER**

