

In your reply, please quote: **BV947/2022**
Reference: **BV947/2022**
Enquiries: **Wilfred Bells**

Dear Bidder(s)

ADDENDUM No 1: TENDER: BV947/2022: RENTAL OF MULTI-FUNCTIONAL OFFICE MACHINES (INCLUSIVE OF RELATED SERVICES) FOR A PERIOD ENDING 30 JUNE 2025

Based on the latest enquiry received and the omission brought under the municipality's attention, this addendum is issued to enhance and clarify the technical specifications as well as the pricing schedule that have been laid down in the tender document and is not intended to change the specifications materially.

The following items are being added, removed or clarified:

1. Amendments in the pricing schedule: Replace the pricing schedule of the original tender document received (pages 79 – 80 of 88) with the attached revised pricing schedule.

The following changes were made to the pricing schedule:

- The pricing schedule has been divided into four (4) tables namely: rental of multi-functional office machines, copies, additional/ ad-hoc requests and a summary table;
 - The column of "Average Quantities per year" in table one (1) and two (2) has changed to "Average Quantities per month" with the quantity remaining as is; and
 - Table three (3) is considered a "rate only" and will not be taken into consideration when calculating the grand total. The line item relating to training has been moved to table 3.
- 1.1 The summary table will be used for evaluation and adjudication purposes of which the totals of table 1 and 2 must be carried forward to the summary table.
 - 1.2 Price escalations will be calculated in accordance with the Consumer Price Index (CPIX) for the outer years.
2. The tender closing date shall be extended from 1 April 2022 at 11:00 to 22 April 2022 at 11:00.

The rest of the ToR (technical specification) remains unchanged.

Yours sincerely,



Z. SOLOMON

Senior Manager: ICT
On behalf of the Chief Financial Officer

Please note: This addendum must accompany the tender document upon submission.



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PRICING SCHEDULE:

Bidders must cast their prices/ rates for the rental of multi-functional office machines (inclusive of related services) as per specification and pricing schedule below. The rates shall remain fixed for the duration of the financial year.

SCHEDULE (SCHEDULE OF QUANTITIES) – YEAR 1:
TABLE 1: RENTAL OF MULTI-FUNCTIONAL OFFICE MACHINES

Item	Description	Unit measurement	Unit Price (incl. all applicable taxes)	Average Quantities per month	Total Monthly Costs amount (incl. all applicable taxes)	Number of months	Total Costs (incl. all applicable taxes) per annum
1.1	MF1	Per machine/ per month		23		12	
1.2	MF2	Per machine/ per month		4		12	
1.3	MF2C	Per machine/ per month		2		12	
1.4	MF3	Per machine/ per month		4		12	
1.5	MFC1	Per machine/ per month		9		12	
1.6	MFC2	Per machine/ per month		4		12	
1.7	MFC3	Per machine/ per month		16		12	
1.8	MFC3C	Per machine/ per month		10		12	
1.9	MFC4F	Per machine/ per month		2		12	
1.10	MFC5	Per machine/ per month		4		12	
1.11	MFC5F	Per machine/ per month		1		12	
1.12	MFC6	Per machine/ per month		1		12	
Total carried forward to Summary							

TABLE 2: COPIES

Item	Description	Unit measurement	Unit Price (incl. all applicable taxes)	Average Quantities per month	Total Monthly Costs amount (incl. all applicable taxes)	Number of months	Total Costs (incl. all applicable taxes) per annum
2.1	Black & White	Per copy		57373		12	
2.2	Colour	Per copy		20675		12	
Total carried forward to Summary							

The quantities in the pricing schedule above represents estimated averages based on the previous year, hence, can vary due to operational reasons. The actual quantities ordered and delivered shall depend on the needs and budget limitations of the municipality. Thus, the municipality reserves the right to amend the quantities at its discretion in order to meet budget limitations.



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TABLE 3: ADDITIONAL/ AD-HOC REQUESTS (RATE ONLY)

Item	Description	Unit measurement	Unit Price (incl. all applicable taxes)
3.1	Loan Machines for Events		
3.1.1	MF1	Per machine	
3.1.2	MFC2	Per machine	
3.1.3	MFC3	Per machine	
3.2	Training	Sum (once-off)	

Please note: That all items with "rate only" shall not be taken into consideration when calculating the totals and shall not be considered during evaluation and adjudication of tenders.

SUMMARY:

Table	Description	Total Costs (incl. all applicable taxes) per annum
1	RENTAL OF MULTI-FUNCTIONAL OFFICE MACHINES	
2	COPIES	
	Grand Total	

The consolidated (grand total) of unit rates shall be used for evaluation and adjudication purposes. However, the individual rates shall be used for the administration of the contract. Price escalations will be calculated in accordance with the Consumer Price Index (CPIX) for the outer years.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			