



PRINCE ALBERT MUNICIPALITY

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TENDER ADDENDUM

ADDENDUM NR. 1

**TENDER 12/2024 - SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF PRINTERS FOR
A CONTRACT PERIOD OF THREE (3) YEARS**

NR	DESCRIPTION
1	<p>CORRECTION OF ERROR – PAGE 52</p> <p>An error was noted on the technical requirements of the tender document, specifically page 52. Below is an extract of the section in question:</p> <p style="text-align: center;">TECHNICAL REQUIREMENTS</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">PRINCE ALBERT – LIBRARY AND TRAFFIC SERVICES</p> <p style="text-align: center;">(2 x Offices)</p> <p>Printer needed – Monochrome multifunctional (Black and White)</p> <p>GENERAL</p> <ul style="list-style-type: none"> • System Memory: 2GB • System hard drive: 250GB • Copy/Print speed A4: 22 ppm • Copy/Print speed A3: 14 ppm • Standard interfaces: 10-BASE-T/100-BASE-TX/1,000-BASE-T Ethernet, USB 2.0 </div> <p>The item Standard interfaces must be replaced with the following:</p> <ul style="list-style-type: none"> • Standard interface: 10/100/1,000-Base-T Ethernet; USB 2.0
2	<p>ITEM 7.1.7 – FAXING CAPABILITIES</p> <p>Query: “Clause 7.1.7 refers to all machines to scan to email/fax. Does this mean that all machines require additional fax capabilities?”</p> <p>Response: Clause 7.1.7 will be amended only to include scan-to-email capability. Therefore, no machine will require/need fax capabilities.</p>
3	<p>SECTION 11 – TRAINING</p> <p>Clause 11 refers to training to be provided to officials and the IT service provider.</p> <p>Query 1 – “After the initial training has been completed, will any additional training be chargeable?”</p>

<p>3</p>	<p>Response: Any additional training to be provided, will be formally requested by the municipality. The municipality will request that the service provider provide a quotation for any such training required. No fees and/or cost can however be charged for providing any assistance to the municipality in the form of:</p> <ul style="list-style-type: none"> a) Requesting support for logging any faults or service requests; b) Providing telephonic support and assistance. <p>Query 2 – <i>“What are you referring to when stating the supplier’s centralised management software?”</i></p> <p>Response: This is the printing management software which is referred to.</p>
<p>4</p>	<p>CLAUSE 13.3 – ESTIMATED QUANTITIES – ADDITIONAL MACHINES</p> <p>Query: <i>“Clause 13.3 refers to the supply of additional machines at any time during the contract. Does the additional machine contract run for 36 months or will it only run for the remainder of the main contract?”</i></p> <p>Response: That is correct. Any additional printer hired during the duration of the contract, will only have a lease period from the date it is leased, up until the original contract expiry date. The price tendered for the printer in that specific contract period/year, will be applicable as the leasing price.</p>
<p>5</p>	<p>INSURANCE AS PART OF RENTAL AMOUNT</p> <p>Query: <i>“Must all of the printers and/or rental amounts include or exclude insurance?”</i></p> <p>Response: All of the printers and/or rental amounts must EXCLUDE insurance.</p>
<p>6</p>	<p>CLAUSE 7.1.8 – SOFTWARE MAINTENANCE</p> <p>Query: <i>“Clause 7.1.8 refers to software maintenance. Can you please elaborate on this point.”</i></p> <p>Response: The software maintenance refers to any maintenance and/or upgrades that must be done on the printing software as well as the printing management software. This is mostly minor software maintenance.</p>
<p>7</p>	<p>PRINTING MANAGEMENT SOFTWARE</p> <p>Query: <i>“The pricing schedule indicates that a price for “printing management software” must be included, however there is no mention of this item in the tender. Can you please clarify this point.”</i></p> <p>Response: The printing management software enables the municipal users to utilise the machines with dedicated user codes, and also assist the municipality to manage printing, copying and scanning within the organisation.</p>

The printing management software must be pre-loaded onto the printers. Such system must have the following minimum specifications:

- **Users must be authenticated to login with a unique ID and/or its username with a correlated password or pin in order to be identified.**
- **Any print jobs can only be released upon the relevant official logging into the printer and releasing / approving any print jobs.**
- **The software must be able to designate any costs for any type of print jobs, should any cost be recovered from individuals.**
- **The system must have a central webportal or dashboard where the municipality is able to manage all devices and user access within the municipality.**
- **The software must provide reports to management on all activities of the printers, user activities, and summarised reporting for the relevant departments, printing statistics, etc.**

Bidders must ensure that a copy of this addendum is included in the tender document.

For any further assistance please contact Ms. Christa Baadjies at 023 541 1748 or via email at (scm@pamun.gov.za).

We apologise for any inconvenience caused.



DAVID-LEIGH WILLEMSE

Manager: Expenditure and SCM

08 February 2024