



## BEAUFORT WEST MUNICIPALITY



**NOTICE NO: 68/2008**

### **SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT**

Quotes are invited by the Municipal Manager of BEAUFORT WEST Municipality for the supply, delivery, installation, maintenance and financing of the following office automation equipment:

- |                                     |   |
|-------------------------------------|---|
| 1. Multi-Functional Office Machines | 3 |
| 2. Dedicated Scanner                | 1 |

Quotation documents including the full specifications are available at the Offices of the Director: Financial Services, 15 Church Street, BEAUFORT WEST, Tel 023 – 4148100.

Quotes in sealed envelopes endorsed **“SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT”** must be mailed to: **PRIVATE BAG 582, BEAUFORT WEST, 6970** or be deposited in the **TENDER BOX** at the Office of the **ACTING DIRECTOR: CORPORATE SERVICES**, at the **Sanlam Building, 112 DONKIN STREET, BEAUFORT WEST**, to reach the undersigned by not later than **12:00 on FRIDAY 13 June 2008**, on which date quotes received, will be opened in public in the Committee Room of the BEAUFORT WEST MUNICIPALITY. Bids in electronic format will also be accepted until **11:00 on Friday 13 June 2008** at [treasury@beaufortwestmun.co.za](mailto:treasury@beaufortwestmun.co.za), but the final evaluation will only be completed from the hard copy. Any person desiring to be present may attend. Late quotes will not be considered.

The quote must be valid for 60 days with effect from the closing date. The BEAUFORT WEST MUNICIPALITY is not bound to accept the lowest or any quote.

Municipal Offices  
112 Donkin Street  
**BEAUFORT WEST**  
6970

**J BOOYSEN**  
**MUNICIPAL MANAGER**