



BEAUFORT WEST MUNICIPALITY



NOTICE NO. 100/2008

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

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

#	Description	Office	Average Monthly Prints
1.	Multi-Functional Office Machine	Housing	2 500
2.	Multi-Functional Office Machine	Kwa Mandlenkosi	5 000
3.	Multi-Functional Office Machine	Community Services	10 000
4.	Dedicated Document Scanner	Financial Services	2 500

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

Bids 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, 29 August 2008**, on which date bids received, will be opened in public in the Committee Room of the BEAUFORT WEST MUNICIPALITY. Any person desiring to be present may attend.

Bids will not be accepted in electronic format. No bids will be accepted after the deadline.

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