



BEAUFORT WEST MUNICIPALITY

NOTICE NO: 24/2016
SCM 21/2016



SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE OF MULTI FUNCTIONAL PHOTO COPIERS ON A 3 YEAR LEASE CONTRACT

The BEAUFORT WEST MUNICIPALITY hereby invites service providers for the supply, delivery, installation, maintenance of multi-functional photo copiers on a 3 year lease contract.

Enquiries may be directed to Mrs. S.A Pothberg or Ms. R.A Naidoo at 023 414 8100. Request for quotation may be send electronically to scmclerk@beaufortwestmun.co.za (Ronèl) or senel@beaufortwestmun.co.za.

Formal quotations, marked: **“SCM: 21/2016: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE OF MULTI FUNCTIONAL PHOTO COPIERS ON A 3 YEAR LEASE CONTRACT:”** must be addressed to the Municipal Manager and electronic, written or faxed quotations will also be accepted. The closing time and date of quotation is **14:00 on Friday, 04 March 2016**. No late quotations will be accepted and the lowest, only or any quotation shall not necessarily be accepted and the Council reserves the right to accept any part of the quotation.

Bidders who wish to claim preference points should include with quotation a valid original or certified copy of BEE or EME certificate with quotation and an updated Tax Clearance Certificate. Please note that suppliers who are not already registered on Council's Preferred Suppliers Database or Western Cape Suppliers Database must submit registration document with quotation or ensure that they are registered before, **03 March 2016**, and proof of registration must be submitted with quotation.

The quotation must be valid for a period of 60 (sixty) days after the closing date. The quotation will be subject to Council's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2011.

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

J BOOYSEN
MUNICIPAL MANAGER