



**BEAUFORT WEST MUNICIPALITY**

**NOTICE No. 116/2016**

**BID No.: SCM 12/2017**



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

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

Enquiries may be directed to Mr. H. Meintjies or Mr. R. Maans at Tel. No. 023 414 8100. Request for quotation may be send electronically to [scm@beaufortwestmun.co.za](mailto:scm@beaufortwestmun.co.za) or [senel@beaufortwestmun.co.za](mailto:senel@beaufortwestmun.co.za) from Monday, 14 November 2016.

A non-refundable fee of R114.00 (One Hundred and Fourteen Rand), is payable for a set of documents. The fee must be deposited into the account of the **Beaufort West Municipality** at **NEDBANK**, Branch Code: **198 765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **10/10000/100/020110** and bid documents will be made available upon provision of proof of payment. Electronic bids will be provided free of charge.

Formal quotations, marked: "**SCM: 12/2017: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE OF MULTI-FUNCTIONAL PHOTO COPIERS ON A 3 YEAR LEASE CONTRACT**" must be addressed to the Municipal Manager and mailed to the Beaufort West Municipality, Private Bag 582, Beaufort West, 6970, or placed in the tender box at the Office of the Director: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00** on **FRIDAY, 25 NOVEMBER 2016**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room in the Sanlam Building, Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail and late quotations will not be accepted. The lowest, only or any quotation shall not necessarily be accepted and the Council reserves the right to accept any part of the quotation.

The quotation must be valid for a period of 90 (thirty) 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. The 80/20 preference points system will be applicable.

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

**J. Booyesen**  
**Municipal Manager**

**Ref. No.:** 6/1/2/2  
**Date:** 11 November 2016