



BEAUFORT WEST MUNICIPALITY



NOTICE NO:109/2023

BID NO: SCM 02/2024

SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES OF A PERIOD OF 3 YEARS

Bids are invited by the Municipal Manager of Beaufort West Municipality for the supply and delivery of stationery and office supplies for 3-year period.

Bid Number	Item
SCM 02/2024 A	Supply and Delivery of Printing Paper and Pay Slips
SCM 02/2024 B	Supply and Delivery of Ink toners, Cartridges and Ribbons
SCM 02/2024 C	Supply and Delivery of Stationery

Enquiries regarding the specifications may be directed to Mrs. S. Pothberg at senel@beaufortwestmun.co.za or 023 414 8187, or Mrs. C Chalmers at courtneye@beaufortwestmun.co.za or 023 414 8177 for bid documents. The bid documents is also available electronically at courtneye@beaufortwestmun.co.za or sidwillm@beaufortwestmun.co.za.

A non-refundable fee of R250.00 (Two hundred and Fifty 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: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **SCM 02/2023** and bid documents will be made available upon provision of proof of payment. **Bid document in electronic format will be free of charge.**

Sealed bid documents, marked: **“SCM: 02/2024: SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES FOR A PERIOD OF 3 YEARS”** must be addressed to the Acting Municipal Manager and submitted in the tender box at the office of Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on Friday, 11 August 2023**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room at the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail, bids not completed in ink by hand and late bids will not be accepted. The municipality is not bound to accept the lowest bidder and the Council reserves the right to accept any part of the bid or cancel the bid.

The bid must be valid for a period of 120 (One Hundred and Twenty) days after the closing date. The bid will be subject to Council's Supply Chain Management Policy, Preferential Procurement Policy, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022. Points will be allocated for the following specific goals: (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and (b) promotion of enterprises located in the municipal area (WC053).

It is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database, register without delay by completing the prescribed online registration forms which are obtainable on the CSD website www.csd.gov.za. Bidders are further requested to ensure that all compliance documents are submitted with the original bid documents.

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

MR. D. WELGEMOED
ACTING MUNICIPAL MANAGER

Date: 07 July 2023