



**BEAUFORT WEST MUNICIPALITY**

**NOTICE No. 14/2019**

**SCM 18/2019**



**SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR 3 YEAR PERIOD**

Bids are invited by the Municipal Manager of BEAUFORT WEST Municipality for the supply, delivery, installation, maintenance and financing of office automation equipment for 3 year period.

Enquiries regarding the specifications may be directed to Mr. A.C. Makendlana at [amos@beaufortwestmun.co.za](mailto:amos@beaufortwestmun.co.za), or Mrs. S.A. Pothberg for bid documents at telephone number: 023-414 8100. The bid documents are available at the Offices of the Supply Chain Management Unit, Sanlam Building, 112 Donkin Street, BEAUFORT WEST, 6970 and is also available electronically at [renef@beaufortwestmun.co.za](mailto:renef@beaufortwestmun.co.za) or [scm@beaufortwestmun.co.za](mailto:scm@beaufortwestmun.co.za) from **Monday, 04 February 2019**.

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: **10/10000/100/020110** and bid documents will be made available upon provision of proof of payment. Bid document in electronic format will be free of charge.

Bids in sealed envelopes endorsed "**SCM 18/2019: 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 Supply Chain Management Unit, Sanlam Building, 112 Donkin Street, BEAUFORT WEST to reach the undersigned by not later than **14:00** on **MONDAY, 04 MARCH 2019** on which date bids received, will be opened in public in the Committee Room at the Office of the Supply Chain Management Unit, Sanlam Building, 112 Donkin Street, BEAUFORT WEST.

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

The bid must be valid for a period of 90 (thirty) days after the closing date. The bid will be subject to Council's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and the Amended Preferential Procurement Regulations, 2017. The 80/20 preference points system will be applicable.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing the prescribed form. Application forms are obtainable on their website [www.csd.gov.za](http://www.csd.gov.za).

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

**K.J. Haarhoff**  
**Municipal Manager**

**Ref. No.** 6/1/2/1  
**Date:** 1 February 2019