



BEAUFORT WEST MUNICIPALITY

NOTICE No. 28/2016



MUNICIPAL STORES: SUPPLY AND DELIVERY OF INVENTORY ITEMS

Bids are invited by the Municipal Manager of the BEAUFORT WEST Municipality for the supply and delivery of the following Inventory Items for a period of **36 months** -

Bid Number	Item
SCM 13/2016	Supply and delivery of printing paper, ink toners, cartridges and ribbons
SCM 23/2016	Supply and delivery of cleaning material and tissue paper

Bid documents including the full specifications are available from Mrs. S.A. Pothberg at the Office of the Supply Chain Management Unit, Simpson Road, BEAUFORT WEST, Tel. No. 023-414 8100 or electronically from the following e-mail addresses: senel@beaufortwestmun.co.za or scm@beaufortwestmun.co.za.

A non-refundable fee of R228.00 (Two hundred and Twenty Eight 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 documents will be free of charge and hard copy of document will be payable.

Sealed formal tenders, marked: "**NOTICE NO. 28/2016: SUPPLY AND DELIVERY OF INVENTORY ITEMS**" 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, 01 APRIL 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 tender must be valid for a period of 90 (ninety) days after the closing date. The tender 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. 6/1/2/1
Date: 11 March 2016