



**BEAUFORT WEST MUNICIPALITY
DEPARTMENT OF FINANCIAL SERVICES**



**NOTICE NO: 188/2024
BID NO: SCM 19/2025**

DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR A CONTRACT PERIOD OF THREE (3) YEARS

The Municipal Manager of the BEAUFORT WEST MUNICIPALITY hereby invites bidders to tender for the distribution of municipal accounts for a contract period of three (3) years.

A prerequisite of 75% apply for functionality, in order to be evaluated on price and preference points.

A hybrid clarification meeting will be held at the Supply Chain Management Unit: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort Wes, 16 January 2025 at 10:00. Prospective bidders must book before Wednesday, 15 January 2025 at 13:00.

Enquiries regarding the documents may be directed to Mrs. C. Bowers or Mr. S. Madumbo at Tel. (023) 414 8177 or email: courtneye@beaufortwestmun.co.za or sidwillm@beaufortwestmun.co.za. Enquiries regarding the specifications may be directed to Ms SG Antonie at Telephone number: 023-414 8131 or shanona@beaufortwestmun.co.za.

A non-refundable fee of R250 (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: 198 765, Account Number 107 428 0318**. The reference number for confirmation of payment is: **SCM 19/2025** 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 Bids, marked: "**BID SCM: 19/2025: DISTRIBUTION OF MUNICIPAL ACCOUNTS FOR A CONTRACT PERIOD OF THREE (3) YEARS**" must be addressed to the Municipal Manager and placed in the tender box at the Offices of the Supply Chain Management Unit: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on Friday, 31 January 2025**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room in the Supply Chain Management office at the Sanlam Building, 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 lowest, only or any bid shall not necessarily be accepted and Beaufort West Municipality reserves the right to accept any part of 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, 2023. 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). The 80/20 preference points system will be applicable.

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 form. Application forms are obtainable on Central Supplier Database website at www.csd.gov.za.

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

D. Welgemoed
Municipal Manager

13 December 2024