



**BEAUFORT WEST MUNICIPALITY  
DEPARTMENT CORPORATE SERVICE**



**NOTICE NO. 61/2025  
BID NO: SCM: 32/2025**

**SUPPLY AND DELIVERY OF MICROSOFT OFFICE 365 LICENSES**

The BEAUFORT WEST MUNICIPALITY hereby invites IT-service providers to submit bid documents for the supply and delivery of Microsoft office 365 licenses once-off.

Enquiries regarding the specifications may be directed to Ms. S. Nombila for bid at telephone number 023-414 7560 or at [siyasangan@beaufortwestmun.co.za](mailto:siyasangan@beaufortwestmun.co.za). The bid document is available from Mr. S. Madumbo or Mrs. C. Bowers at the Offices of the Supply Chain Management Unit, Sanlam Building Shop Nr 7, 112 Donkin Street, BEAUFORT WEST, 6970 at 023 414 7547 or electronically at [sidwillm@beaufortwestmun.co.za](mailto:sidwillm@beaufortwestmun.co.za) or [courtneye@beaufortwestmun.co.za](mailto:courtneye@beaufortwestmun.co.za).

A non-refundable fee of R250 (Two Hundred and Fifty Rand), is payable for a set of printed 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 32/2025** 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: 32/2025: SUPPLY AND DELIVERY OF MICROSOFT OFFICE 365 LICENSES**” 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, 02 MAY 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 Amended 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 online registration forms which are obtainable on the CSD website [www.csd.gov.za](http://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

**D. Welgemoed**  
**Municipal Manager**