



**BEAUFORT WEST MUNICIPALITY  
DEPARTMENT CORPORATE SERVICE**



**NOTICE NO. 108/2024  
QUOTATION NO SCM: 01/2025**

**SUPPLY AND DELIVERY OF LAPTOPS**

The BEAUFORT WEST MUNICIPALITY hereby invites IT-service providers to submit formal quotations for supply and delivery of laptops.

Enquiries regarding the specifications may be directed to Ms. S. Nombila for formal quotation at telephone number 023-414 7560 or at [siyasangan@beaufortwestmun.co.za](mailto:siyasangan@beaufortwestmun.co.za). The formal quotation 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 R150.00 (One 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: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: SCM 01/2025 and quotation documents will be made available upon provision of proof of payment. **Electronic documents will be free of charge.**

Sealed formal quotations, marked: **“Quotation no. SCM: 01/2025: SUPPLY AND DELIVERY OF LAPTOPS”** must be addressed to the Municipal Manager and placed in the tender box at the Offices of the Supply Chain Management Unit, Sanlam Building Shop Nr 7, 112 Donkin Street, BEAUFORT WEST, before the closing time and date of **14:00 on Friday, 26 July 2024**. Formal quotations will then be opened in the presence of anyone who wishes to attend, in the Committee Room at the Offices of the Supply Chain Management Unit, Sanlam Building, Shop Nr 7, 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 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).

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**

12 July 2024