



**BEAUFORT WEST MUNICIPALITY
BEAUFORT WEST**



DEPARTMENT CORPORATE SERVICES

**NOTICE NO 32/2023
QUOTATION NO SCM: 69/2023**

**SUPPLY AND DELIVERY OF STATIONARY AND OFFICE
EQUIPMENT**

The BEAUFORT WEST MUNICIPALITY hereby invites service providers to submit formal quotations for SUPPLY AND DELIVERY OF STATIONARY AND OFFICE.

Enquiries regarding the specifications may be directed to Mr. N. January for formal quotation at telephone number 023-414 8163 or at januaryn@beaufortwestmun.co.za. The formal quotation document is available at the Offices of the Supply Chain Management Unit, Sanlam Building Shop Nr 7, 112 Donkin Street, BEAUFORT WEST, 6970 and is also available electronically at sidwillm@beaufortwestmun.co.za or raylenem@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 69/2023** 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: 69/2023: SUPPLY AND DELIVERY OF STATIONARY AND OFFICE EQUIPMENT”** must be addressed to the Acting 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, 10 March 2023**. 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.

E-mail of 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 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, 2022. 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. 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

R.R. LINKS
Acting Municipal Manager

03 March 2023