



BEAUFORT WEST MUNICIPALITY
NOTICE NO: 33/2023
SCM 70/2023



**SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND
FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR 3
YEAR PERIOD**

Bids are invited by the Municipal Manager of BEAUFORT WEST Municipality for the supply, delivery, installation, maintenance and financing of office automation equipment for 3 year period.

Enquiries regarding the specifications may be directed to Mr. Strumpher Tel No. 023 414 8103 or via e-mail at petrus@beaufortwestmun.co.za. The bid documents are available at the offices of the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West, 6970 and is also available electronically from Mr Raylene Jack at raylenem@beaufortwestmun.co.za or sidwillm@beaufortwestmun.co.za.

A non-refundable fee of R250.00 (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: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **SCM 70/2023** and bid documents will be made available upon provision of proof of payment. **Bid document in electronic format will be free of charge.**

Sealed Bid documents, marked: **“SCM 70/2023: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT”** must be addressed to the Municipal Manager and placed in the tender box at the Office of Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time **14:00 on Monday, 03 April 2023**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room at the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail and late bids time will not be accepted. The lowest, only or any bid shall not necessarily be accepted and the Council 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, 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 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 their website www.csd.gov.za.

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

R.R Links
Acting Municipal Manager

03 March 2023