



BEAUFORT WEST MUNICIPALITY

NOTICE No. 100/2019

BID No. SCM 09/2020



SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE

Bids are invited by the Municipal Manager of Beaufort West Municipality for the supply and delivery of office supplies and furniture for 3 year period.

Bid Number	Item
SCM 09/2020 A	Supply and Delivery of Printing Paper and Pay Slips
SCM 09/2020 B	Supply and Delivery of Ink toners, Cartridges and Ribbons
SCM 09/2020 C	Supply and Delivery of Stationery
SCM 09/2020 D	Supply and Delivery of Office furniture

Only those suppliers who can supply locally produced office furniture with a minimum threshold for local content of 85-100% as prescribed by National Treasury, may participate in this tender.

Enquiries regarding the specifications may be directed to Mr. A.C. Makendlana at amos@beaufortwestmun.co.za, or Mr. B. Damon at bradleyd@beaufortwestmun.co.za for bid documents or telephone number: 023-414 8100. The bid documents are available at Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, 6970 and is also available electronically at from **Monday, 19 August 2019**.

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: **10/10000/100/020110** 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: 09/2020: SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE**" must be addressed to the Municipal Manager and mailed to the Beaufort West Municipality, Private Bag 582, Beaufort West, 6970, or 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 and date of **14:00 on FRIDAY, 20 SEPTEMBER 2019**. 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 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 90 (ninety) days after the closing date. Bids will be evaluated according to the **80/20** points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000, the Preferential Procurement Regulations 2017 and Council SCM Policy.

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 Offices
112 Donkin Street
BEAUFORT WEST
6970

K.J. Haarhoff
Municipal Manager