



BEAUFORT WEST MUNICIPALITY

NOTICE No. 78/2018

BID NO: SCM 04/2019



SUPPLY AND DELIVERY OF STATIONERY AND OFFICE FURNITURE

The BEAUFORT WEST MUNICIPALITY hereby invites suppliers to submit bids for the supply and delivery of stationery and office furniture for period of 1 year.

Enquiries regarding the specifications may be directed to Mr. A.C. Makendlana at amos@beaufortwestmun.co.za, or Mrs. S.A Pothberg for bid documents at telephone number 023-414 8100. The bid documents are available at the Offices of the Supply Chain Management Unit in Simpson Road, BEAUFORT WEST, 6970 and is also available electronically at courtneye@beaufortwestmun.co.za or scm@beaufortwestmun.co.za.

A non-refundable fee of R240.00 (Two Hundred and Forty 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: **198 765**, 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.

Sealed bid documents, marked: **“SCM: 04/2019: SUPPLY AND DELIVERY OF STATIONERY AND OFFICE 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 the Director: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00** on **FRIDAY, 14 SEPTEMBER 2018**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room in the Sanlam Building, Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail and 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 quotation must be valid for a period of 90 (thirty) days after the closing date. The quotation will be subject to Council's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and the Amended Preferential Procurement Regulations, 2017. The 80/20 preference points system will be applicable. Local content requirements is 85-100% Furniture Products will be applicable to bid document.

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

K.J. HAARHOFF
Municipal Manager

Ref. No. 6/1/2/1
Date: 31 August 2018