



BEAUFORT WEST MUNICIPALITY
DEPARTMENT OF FINANCIAL SERVICES



NOTICE No. 86/2020

BID No.: SCM 04/2020

SUPPLY, PRINTING AND MAILING/E-MAIL OF MUNICIPAL ACCOUNTS FOR 2 YEAR PERIOD

Bids are invited by the Municipal Manager of BEAUFORT WEST MUNICIPALITY for the supply, printing and mailing/e-mailing of municipal accounts for a period of 2 years.

Enquiries regarding the specifications may be directed to Mrs. P. Lande at portial@beaufortwestmun.co.za or Mr. B. Damon at bradleyd@beaufortwestmun.co.za or courtneye@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 is also available electronically.

A non-refundable fee of R250 (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: **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. Bid document in electronic format will be free of charge.

Sealed bids, marked: **“SCM: 04/2020: SUPPLY, PRINTING, AND MAILING/E-MAIL OF MUNICIPAL ACCOUNTS FOR A 2 YEAR PERIOD”** 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 and date of **14:00 on Friday, 10 July 2020**. 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 120 (one hundred and twenty) days after the closing date. The bid 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.

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 online registration which are obtainable on their website www.csd.gov.za.

Municipal Offices
112 Donkin Street
Beaufort West
6970

K.J. Haarhoff
Municipal Manager

Ref. No. 6/1/2/1
Date: 5 June 2020