



## BEAUFORT WEST MUNICIPALITY

NOTICE No. 95/2019

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 Me. P Lande at [portial@beaufortwestmun.co.za](mailto:portial@beaufortwestmun.co.za), or Mr. B Damon for bid documents at telephone number: 023-414 8100. The bid documents are available at the Offices of the Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West and is also available electronically at [bradleyd@beaufortwestmun.co.za](mailto:bradleyd@beaufortwestmun.co.za) from **Monday, 5 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. **Electronic documents are free of charge.**

Sealed bid documents, 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 mailed to the Beaufort West Municipality, Private Bag 582, Beaufort West, 6970, or placed in the tender box at the Office of the Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on FRIDAY, 30 AUGUST 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 the Sanlam Building, 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 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](http://www.csd.gov.za).

**Municipal Offices**  
112 Donkin Street  
**BEAUFORT WEST**  
6970

**K.J. Haarhoff**  
**Municipal Manager**

Ref. No. 6/1/2/1  
Date: 2 August 2019