



NOTICE NUMBER: 96 OF 2026

FORMAL TENDER: TD 18/04/2026: SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM FOR OUDTSHOORN MUNICIPALITY FOR A PERIOD OF 3 YEARS ENDING 30 JUNE 2029.

CLOSING DATE: 04 JUNE 2026

CLOSING TIME: 12:00

Tenders are hereby invited from suppliers for:

FORMAL TENDER: TD 18/04/2026: SUPPLY, DELIVERY AND INSTALLATION OF AN ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM FOR OUDTSHOORN MUNICIPALITY FOR A PERIOD OF 3 YEARS ENDING 30 JUNE 2029. Formal tenders sealed and individually clearly marked “with the tender number and description as detailed above” must be placed in the Municipal tender box, **26 Church/Kerk Street, OUDTSHOORN**, no later than **12:00 on Thursday, 04 June 2026**, and will be opened in public immediately thereafter at the **Supply Chain Management Office, 26 Church/Kerk Street, OUDTSHOORN**.

A set of fully completed tender documents must be submitted on the original documents and remain valid for a maximum of **120 days** after the closing date of the tender. A set of tender documents can be obtained at a non-refundable cost of **R382.00 including VAT** for hard copies directly printed by the Municipality and **free of charge when provided on pdf via e-mail**. Then, hard copies will be physically handed only to prospective bidders who produce a receipt for the payment of the tender document at the SCM Offices.

The municipality reserves the right to withdraw any invitation to tender and / or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

The above formal tender will be evaluated and adjudicated in terms of the **80/20** Preference Point System prescribed by the Preferential Procurement Policy Framework Act (2022), and Oudtshoorn Municipality’s Supply Chain Management Policy. Further note, it is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database to be registered. Registration can be done online via www.csd.gov.za

PRICE	80 Points
BBBEE	10 Points
Locality of supplier	Points
Within the boundaries of the Oudtshoorn municipality	10
Within Garden Route	5
Within Western Cape Province	2
Outside Western Cape Province	0

Contact person for specifications enquiries is **Mr. Deon Visagie** at **044 203 3033** and Email hd@oudtmun.gov.za

Tender Document Enquiries: **Mrs. Colleen Julies** at **044 203 3172** and Email: cduplessis@oudtmun.gov.za

NB: NO BIDS FROM PERSONS IN THE SERVICE OF THE STATE WILL BE CONSIDERED FOR AWARD

MR. M YEKANI
MUNICIPAL MANAGER

Date published: 14 May 2026