



MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISPALITEIT
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 www.matzikamamunicipality.co.za

TENDER NOTICE AND INVITATION TO BID

NOTICE NO: K27:2025-2026 DEPARTMENT ICT SERVICES

MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, Burger, E-portal,

BID NO: T12:2025-2026 PUBLISHED DATE: 20 February 2026

Bids are hereby invited for (Tender Description)
RENTAL OF MULTIFUNCTION OFFICE MACHINES FOR A PERIOD OF 36-MONTHS (3 YEARS) FOR MATZIKAMA MUNICIPALITY.

Closing Time and Date: No later than 12H00 On the Date: 20 March 2026

Bids will be opened immediately after closing, in public at the Council Chambers of Matzikama Municipality, 37 Church Street, Vredendal.

AVAILABILITY OF BID DOCUMENTS

Printed copies of the Tender Documents will be available from 8h30-13h00 and 14h00-16h30 on Mondays to Thursdays and 8h30-13h00 and 14h00-15h00 on Fridays, at the WEC Consult Office in Stellenbosch and at Matzikama Municipality: Supply Chain Management Unit, 37 Church Street, Vredendal at a non-refundable fee, payable to a cashier at Matzikama Municipality at the aforementioned address. The fee may also be transferred via EFT (Matzikama Municipality, Current Account – 082451885 Standard Bank, Vredendal, Branch Code - 051001). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee: R150

BID RULES

- Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the Supply Chain Management Unit, Matzikama Municipality, 37 Church Street, Vredendal. No late, faxed or emailed tenders will be accepted.
- Bids may only be submitted on the bid documentation issued by the Municipality.
- The Matzikama Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.
- Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Online registration to be completed on the CSD registration platform, website <https://secure.csd.gov.za>.
- The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the highest or any tender.

Tenders shall be evaluated in terms of the Matzikama Municipality Supply Chain Management Policy and the Preferential Procurement Regulations, 2022. Bidders may claim preference points in terms of their B-BBEE status level of contribution.

Preferential Procurement Point System Applicable	80/20	Local Content Requirement	n/a
CIDB GRADING	None	Validity Period	90 days
TECHNICAL ENQUIRIES MAY BE DIRECTED TO Mr Roberto Cloete robertoc@matzikama.gov.za			
DIRECTED TO: Mrs A Lott - antheal@matzikama.gov.za Mrs M Luke - monalisal@matzikama.gov.za			
Section	ICT SERVICES	Section	SUPPLY CHAIN MANAGER
Contact Person	Mr Roberto Cloete	Contact Person	Mrs H Meyer
Tel:	E-mail Enquiries Only	Tel:	E-mail Enquiries Only
E-mail	robertoc@matzikama.gov.za	E-mail	heleem@matzikama.gov.za

Authorised by:
 MUNICIPAL MANAGER