



KAROO HOOGLAND MUNICIPALITY (NC066)

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 03 NOVEMBER 2026

BID KHM T003/09/2026: Supply, Deliver, Installation, Maintenance and Service of new printers for a period of three (3) years on a Lease Agreement. 2027/28 – 2029/30.

Karoo Hoogland Local Municipality hereby invites qualified service providers to submit tenders for the above-mentioned project.

The closing date for submissions is **03 November 2026 at 12h00**. Bids will be opened in public (Williston Municipal Offices Boardroom, Herbst street, Williston) 15 minutes after the stated closing time.

Formal tenders should be sealed and clearly marked: **BID KHM T003/09/2026: Supply, Deliver, Installation, Maintenance and Service of new printers for a period of three (3) years on a Lease Agreement. 2027/28 – 2029/30** and must be deposited in the **Tender Box within office hours (08h00 – 16h00)** of the Karoo Hoogland Local Municipality at the Cash Hall area, Williston Municipal Building, 2 Mulder str, Williston.

The use of courier services is at the bidder's own risk. Bidders must ensure that their tender documents are placed in the official Tender Box before the closing date and time. The Karoo Hoogland Local Municipality shall not accept responsibility for any documents handed to officials or delivered after hours, and such submissions will not be considered

A set of tender documents can be emailed on request, from Me Diana Vermeulen at a non-refundable fee of **R807.07** (VAT Inclusive), on e-tender or on the website of Karoo Hoogland at www.karoohoogland.gov.za from **01 October 2026**. Payment should be made beforehand and proof of payment must be emailed with your request for the document to Me Diana Vermeulen at d.vermeulen@karoohoogland.gov.za.

Banking details are as follow: Karoo Hoogland Municipality, Standard Bank, Account Number 083 212 442, Branch Number 051008, Reference: Tenderer Company Name. **The proof of payment must also accompany the submission of the tender documents, whether obtained via e-Tender or directly from the municipality.**

If no response is received in hundred and twenty (120) days (validity period) after the closing date, consider your proposal unsuccessful.

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 does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

Bidders must ensure that they provide all applicable and relevant information required.

- A valid tax compliance pin number or certificate on an official document of SARS for the municipality to **verify tax compliance** must be submitted with the tender document.
- Potential service providers must be registered on the Central Supplier Database and a full report must be submitted.

- Potential service providers who were found guilty of fraud or corruption or who willfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- Potential service providers and their directors whose municipal rates and taxes or municipal service charges are in arrears for three (3) months or more, at this Municipality or any other municipality or entity, will be excluded from this process. Please submit a municipal account not older than three (3) months as proof of payment with your tender. If the bidder is not responsible for municipal rates and taxes or municipal service charges, a Sworn Affidavit or Lease Agreement must be submitted, indicating the reasons why a municipal account cannot be submitted. Where a Lease Agreement is submitted, a three (3) months' bank statement indicating that the rental payments have been made must also be submitted as proof together with the Lease Agreement. The lowest or only tender will not necessarily be accepted.
- **Proof of payment of R807.07 (VAT inclusive) for the tender document, whether obtained via e-Tender or directly from the municipality, must be included with your tender submission.**
- No late, faxed or e-mailed tenders will be accepted.
- Potential service providers might be subjected to security screening.
- Tenders that are deposited in the incorrect tender box or delivered at any other venue will not be considered.
- A tender offer not satisfying the stated eligibility criteria will be eliminated.

The bid will be evaluated in the following phases:

Phase 1 Mandatory/Administrative Compliance

Phase 2 Functional assessment

Phase 3 Specific Goals Scoring (Responsive tender will be evaluated in accordance with the 80/20 preference point system 80/20)

NB: No Bid will be considered from persons in the service of the state.

Only one offer per field of law.

Tender document must be bind together or be in a file.

SCM matters – **Me. D Vermeulen** (d.vermeulen@karoohogland.gov.za)

Mr. J Jonkers
KAROO HOOGLAND MUNICIPAL MANAGER
KAROO HOOGLAND MUNICIPALITY
WILLISTON
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