



Tender Notice and Invitation to Tender

THEEWATERSKLOOF MUNICIPALITY, the Directorate: Corporate Services invites tenders for **CONTRACT NO: COR 02/2025/26 – SUPPLY, DELIVERY AND INSTALLATION OF TWO (2) NEW DIGITAL PHOTOCOPIERS AT VARIOUS OFFICES OF THEEWATERSKLOOF MUNICIPALITY AND THE CONCLUSION OF MAINTENANCE AGREEMENTS FOR NEW AND EXISTING DIGITAL PHOTOCOPIERS IN VARIOUS OFFICES OF THEEWATERSKLOOF MUNICIPALITY FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2028.**

Only tenderers who satisfy the eligibility and responsiveness criteria stated in the Tender Conditions and Tender Data (Clause 2.1) are eligible to submit tenders.

All bids received shall be evaluated in terms of the Theewaterskloof Municipality Supply Chain Management Policy, read with the Preferential Procurement Regulations of 2022. It is estimated that the 80/20 preference points system will be applicable. Tenders will be evaluated in terms of price and preference.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za

A set of tender documents may be obtained from the Theewaterskloof Municipality, Supply Chain Management Department, 6 Plein Street, Caledon from **Wednesday, 11 June 2025**, during office hours Monday to Thursday 07:45 to 13:00 and 13:45 to 16:45 and Fridays 07:45 to 13:00 and 13:45 to 15:30. **Payment of a non-refundable tender participation fee of R 550.00 (VAT inclusive) is applicable.** This is an eligibility criterion and is payable by means of electronic transfer or direct deposit only. Proof of payment of the participation fee should accompany your tender document when submitting it. Refer enquiries **only in the aforementioned regard** to Mr Hanro September at hanrose@twk.gov.za.

Tender documents can also be requested via email from hanrose@twk.gov.za for perusal purposes only.

All technical enquiries must be directed to the Directorate Corporate Services to:

Mrs Marelize Faul

Theewaterskloof Municipality

Caledon Head Office

E-mail: marelizefa@twk.gov.za

Please note that no verbal queries will be entertained.

The closing time for receipt of tenders is **12:00 on Friday, 04 July 2025**, at the Theewaterskloof Municipality, Tender Box 1 - at the main entrance, 6 Plein Street, Caledon. Telegraphic, telephonic, telex, facsimile, electronic/e-mailed and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued. Tenders, completed in full, must be submitted in tender box no. 1 which is located at the entrance to the municipality head office of Theewaterskloof Municipality, 6 Plein Street, Caledon.

Please note that the tender box is open 24/7 and that the deposit slot opening is 5 x 30 cm.

Council reserves the right to accept a tender in full, partially or not at all and is not obliged to accept the lowest tender received. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The 80/20 preference point system in terms of the Theewaterskloof Municipality's Preferential Procurement Policy will be applicable as follows;

Price 80 Specific goals: (20)

- a) B-BBEE status level of contributor 10**
- b) promotion of local area enterprises 10**
- Total points 100**

W Hendricks
Municipal Manager
Theewaterskloof Municipality
P O Box 24
6 Plein Street
Caledon
7230