



T31-2022/23: SUPPLY OF FORMS, PAPER AND/OR PRINTER RIBBONS FOR THE PERIOD ENDING 30 JUNE 2026

Tenders are hereby invited from suitable service providers for the supply of forms, paper and/or printer ribbons for the period ending 30 June 2026.

Enquiries regarding the specifications for this tender may be directed to Ms A Thompson-Rossouw at 028 0500 932 or email: athompson@odm.org.za or Ms D Kapot-Witbooi at 028 0500 961 or email: dkapot@odm.org.za

Tender documents and the banking details of the Overberg District Municipality are available from Ms C Reid at Tel: 028 050 0910 or e-mail: creid@odm.org.za or Mr J Harmse at Tel: 028 050 0961 or e-mail: jharmse@odm.org.za. **A non-refundable fee of R304.20 (three hundred and four rand and twenty cents) is payable for this tender.** The fee must be paid by an electronic payment (use company name and tender no. as reference)

Duly completed tenders must be placed in a sealed envelope endorsed “**T31-2022/23: SUPPLY OF FORMS, PAPER AND/OR PRINTER RIBBONS FOR THE PERIOD ENDING 30 JUNE 2026**”. The sealed envelopes **must** be placed in the tender box at the Municipal Offices situated at **26 Long Street, Bredasdorp, 7280** not later than **12:00 on Friday, 14 April 2023**. Tenders will be opened in public thereafter.

Tenders submitted by fax, e-mail, or received after the closing time and date shall not be accepted. Tenders may only be submitted on the prescribed official document.

Overberg District Municipality shall apply its Municipal Supply Chain Management Policy as adopted in terms of section 111 of the Local Government Municipal Finance Management Act, 2003 (Act No 56 of 2003) and the relevant regulations. Tenders will be evaluated according to the criteria and weight of the 80/20 procurement system. Bidders must submit a valid Tax Compliance status PIN, issued by the South African Revenue Services.

The Overberg District Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA). Bidders agree that their personal information may be recorded and processed by the municipality.

It is the prerogative of the municipality not to accept the lowest, a part of or any tender at all.

RICHARD BOSMAN
MUNICIPAL MANAGER