



PRINCE ALBERT MUNICIPALITY

Tender Notice

TENDER NUMBER: 189/2025

TENDER DESCRIPTION: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT (PRINTERS) FOR A CONTRACT PERIOD OF THREE (3) YEARS

CLOSING DATE & TIME: 15 DECEMBER 2025 @ 13H30

Prince Albert Municipality hereby invites formal tenders for the **SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR A CONTRACT PERIOD OF THREE (3) YEARS**. Tender documents are available at no charge from the Prince Albert Municipality Website at www.pamun.gov.za (Website navigation is as follow: Notice Board – Tenders and Quotations). **Tender documents will be available from 1 November 2025 at 12h00.**

Alternatively, a hard copy set of tender documents can be obtained from Ms. Christa Baadjies (Finance Division, Thusong Centre, Prince Albert, 6930) during office hours (Monday-Thursday, 07h30 to 16h00) and Friday (07h30 to 15h30) at a non-refundable cost of R 150.00 (VAT Included), payable in cash at the cashiers at the Prince Albert Municipality's Finance Division or via EFT deposit in favour of the Prince Albert Municipality, ABSA Bank, Branch code 632005, and Account number 2640-5600-64. Reference to be used: T189/2025 and company name.

Bids must remain valid for a period of one hundred and twenty (120) days after the closing date of the bid. Enquiries can be directed as follow:

| TYPE OF ENQUIRY | CONTACT PERSON | CONTACT NUMBER | EMAIL ADDRESS |
|---------------------------------------------|--------------------------|----------------|--------------------------------------------------------------------|
| Bidding procedures and tender documents | Ms. Christa Baadjies | 023 541 1668 | scm@pamun.gov.za |
| Technical / Specification related Enquiries | Mr. David-Leigh Willemse | 023 541 1036 | willemsed@pamun.gov.za |

Bids must be submitted in sealed envelopes, clearly marked with the tender number and tender description. Bidders that fail to adhere to this requirement, will be disqualified at the bid opening. Late or unmarked bids will not be considered.

Telegraphic, telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids must be deposited in the tender box at the Finance Division (Thusong Centre, Adderley Street, Prince Albert, 6930). The tender box will be open as follow:

Monday to Thursday: 07h30 and 16h00

Fridays: 07h30 and 15h30.

Bids will be opened in public immediately after the closing date at the Finance Division Boardroom (Finance Building, Thusong Centre).

This bid is subject to functionality scoring. Bidders must obtain the minimum functionality scoring as indicated as part of the tender document, in order to be marked as responsive. Bids that do not meet the minimum functionality score as indicated, will be regarded as non-responsive, and will not be evaluated on price and preference points.

Bids will be evaluated according to the 80/20 preference points system. The bids are subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022 (Government Gazette 47452, dated 04/11/2022). The General Conditions of Contract is also applicable. **Tenderers must be registered on the Central Supplier Database (CSD) if they wish to conduct business with the municipality.**

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy are as follow:

| | |
|-------------------------------------|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 10 |
| LOCALITY | 10 |
| TOTAL POINTS | 100 |

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS.

ADV. MATTHYS GILIOMEE

Municipal Manager

11 November 2025