



## BEAUFORT WEST MUNICIPALITY



NOTICE NO: 63/2026  
SCM 30/2026

### SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR 3 YEAR PERIOD

Bids are invited by the Acting Municipal Manager of BEAUFORT WEST Municipality for the supply, delivery, installation, maintenance and financing of office automation equipment for 3 year period.

Enquiries regarding the specifications may be directed to Ms. L Swarts (Machines A-D pg 21 in bid document) Tel No. 023 414 8181 or via e-mail at [linda@beaufortwest.gov.za](mailto:linda@beaufortwest.gov.za) and Mr. Strumphier (Machines E&F pg 22 in bid document) Tel No. 023 414 8103 or via e-mail at [petrus@beaufortwest.gov.za](mailto:petrus@beaufortwest.gov.za) The bid documents are available at the offices of the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West, 6970 and is also available electronically from Mr Sidwill Madumbo at [sidwillm@beaufortwest.gov.za](mailto:sidwillm@beaufortwest.gov.za).

A non-refundable fee of R265.00 (Two hundred and Sixty Five Rand), is payable for a set of documents. The fee must be deposited into the account of the **Beaufort West Municipality** at **NEDBANK**, Branch Code: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **SCM 30/2026** and bid documents will be made available upon provision of proof of payment. **Bid document requested in electronic format will be free of charge.**

Sealed bids must be submitted on the original document marked: **“SCM 30/2026: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT”** must be addressed to the Municipal Manager and placed in the tender box at the Office of Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time **14:00 on Friday, 15 May 2026**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room at the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail, bids not completed in black ink by hand and late bids will not be accepted. The lowest, only or any bid shall not necessarily be accepted and Beaufort West Municipality reserves the right to accept any part of the bid.

The bid must be valid for a period of **120** (one hundred and twenty) days after the closing date.

The bid will be subject to Council's Supply Chain Management and Preferential Procurement Policies. The 80/20 preference points system will be applicable. A maximum of 80 points will be awarded for Price and a maximum of 20 points will be awarded for the following Specific Goals:

SPECIFIC GOAL	POINTS ALLOCATED
Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability (B-BBEE Status Level of Contributor)	10
Promotion of enterprises located in the municipal area (WC053)	10

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing online application which are obtainable on their website [www.csd.gov.za](http://www.csd.gov.za).

Municipal Office  
112 Donkin Street  
**BEAUFORT WEST**  
6970

**Mr. G. Esau**  
**Acting Municipal Manager**

10 April 2026