



BEAUFORT WEST MUNICIPALITY

NOTICE NO: 124/2026
BID NO: SCM 02/2027



SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES OF A PERIOD OF 3 YEARS

Bids are invited by the Municipal Manager of Beaufort West Municipality for the supply and delivery of stationery and office supplies for 3-year period.

Bid Number	Item
SCM 02/2024 A	Supply and Delivery of Printing Paper and Pay Slips
SCM 02/2024 B	Supply and Delivery of Ink toners, Cartridges and Ribbons
SCM 02/2024 C	Supply and Delivery of Stationery
SCM 02/2024 C	Supply and Delivery of Office Supplies

Enquiries regarding the specifications may be directed to Mrs. S. Pothberg at Tel. (023) 414 8187 or email: senel@beaufortwest.gov.za. Enquiries regarding the documents may be directed to Mr. S. Madumbo at Tel. (023) 414 7547 or email: 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 02/2027** and bid documents will be made available upon provision of proof of payment. **Bid document in electronic format will be free of charge.**

Sealed bid documents, marked: **“SCM: 02/2027: SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES FOR A PERIOD OF 3 YEARS”** must be addressed to the Acting Municipal Manager and submitted in the tender box at the office of Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Shop 7, Beaufort West, before the closing time and date of **14:00 on Monday, 31 August 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, Shop 7, 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 formal quotation 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

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

MR. G. ESAU
ACTING MUNICIPAL MANAGER

Date: 24 July 2026