

MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISIPALITEIT

Posbus/PO Box 98, Kerkstraat 37 Church Street, Vredendal, 8160
 ☎ (027) 201 3300 📠 (027) 213 3238 @ munman@matzikama.gov.za
 🌐 www.matzikamamunicipality.co.za

**TENDER NOTICE AND INVITATION TO BID**

	NOTICE NO:	K21:2021-2022	DEPARTMENT	LEGAL & ADMINISTRATION SERVICES
ADVERTISED IN	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, Die Burger, E-portal, CIDB website			
BID NO:	T14/2021-2022	PUBLISHED DATE:		28 January 2022
Bids are hereby invited for (Tender Description)	SUPPLY, DELIVERY AND INSTALLATION OF COPY MACHINES FOR MATZIKAMA MUNICIPAL AREA FOR A THREE (3) YEAR RENTAL PERIOD			
Closing Time and Date	No later than 12H00	On the Date		28 February 2022
Bids will be opened immediately after closing, in public at the Council Chambers of Matzikama Municipality, 37 Church Street, Vredendal.				

AVAILABILITY OF BID DOCUMENTS

Printed copies of the Tender Documents will be available weekdays from 09h00 until 16h30, at Matzikama Municipality: Supply Chain Management Unit, 37 Church Street, Vredendal at a non-refundable fee, payable to a cashier at Matzikama Municipality at the aforementioned address. The fee may also be transferred via EFT (**Matzikama Municipality, Current Account – 082451885 Standard Bank, Vredendal, Branch Code – 051001**) Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee.

Date Available	28 January 2022	Non-refundable Documentation Fee:	R150
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BID RULES

- Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the Supply Chain Management Unit, Matzikama Municipality, 37 Church Street, Vredendal. No late, faxed or emailed tenders will be accepted
- Bids may only be submitted on the bid documentation issued by the Municipality.
- The Matzikama Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.
- Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Online registration to be completed on the CSD registration platform, website <https://secure.csd.gov.za>.

Tenders shall be evaluated in terms of the Matzikama Municipality Supply Chain Management Policy and the Preferential Procurement Regulations, 2017.

Bidders may claim preference points in terms of their B-BBEE status level of contribution.

Preferential Procurement Point System Applicable	80/20	Local Content Requirement	NO
Site Meeting/Information Session	None	Validity Period	90 days
TECHNICAL ENQUIRIES MAY BE DIRECTED TO Mrs Ansori Dippenaar ansorid@matzikama.gov.za		BIDDING PROCEDURE REQUIREMENTS MAY BE DIRECTED TO: Mrs A Lott – antheal@matzikama.gov.za Mr E Christiaan – scm2@matzikama.gov.za	
Section	LEGAL & ADMINISTRATION SERVICES	Section	SUPPLY CHAIN MANAGER
Contact Person	Mrs Ansori Dippenaar	Contact Person	Mrs Heleen Meyer
Tel:	E-mail Enquiries Only	Tel:	E-mail Enquiries Only
E-mail	ansorid@matzikama.gov.za	E-mail	heleenm@matzikama.gov.za

Authorised by:

MR GRJ SEAS
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MUNICIPAL MANAGER