



BERGRIVIER MUNICIPALITY

TENDER 8/3/29-2021 / MN134/2021: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD ENDING 30 JUNE 2024

TENDERS are hereby requested from experienced and competent service providers for the supply, delivery, installation and maintenance of photocopier machines for a period ending 30 June 2024, as set out in the specifications.

Bids, in sealed envelopes, clearly marked "**Tender No 8/3/29-2021 / MN134-2021: Supply, delivery, installation and maintenance of photocopier machines**", must be placed in the tender box at the Municipal Offices, 13 Kerk Street, Piketberg no later than **12:00 on Friday, 03 September 2021** when the bids will be opened in public.

Tender documents and specifications that contain the minimum requirements are available on request at a **non-refundable fee of R250.00** from Ms. Revedy Hendricks at tel. no. (022) 913 6000 or email: **hendricksr@bergmun.org.za** during office hours. **The document fee must be deposited into the bank account of Bergrivier Municipality at Nedbank, current account number 116 976 1380, branch 198765. The reference to be used is the tender number and the company name. Proof of payment is necessary when a hard copy or the electronic version of the document is collected or requested.** All technical enquiries can be addressed to Mr. Shane Lesch at tel. no. (022) 913 6000 or e-mail: **leschs@bergmun.org.za**

Tenders must be valid and binding for one hundred and twenty (120) days after closing date.

A compulsory sitemeeting is scheduled on Monday, 16 August 2021 at 11h00 at Piketberg Library, 13 Church Street. Only one representative per bidding company will be allowed to attend.

Bids will be evaluated using the Council's Supply Chain Management Policy. It is therefore compulsory that the Preference Point Claim form for the Preferential Procurement Regulations is completed in full to make application for preference points. **The Bid price must be VAT inclusive.**

Bidders must be registered as a prospective supplier on National Treasury's Central Supplier Database (CSD). The Tax Clearance Certificate/ Tax Compliance Status (TCS) Pin/ Centralised Suppliers Database (CSD) Registration Number must be submitted together with the bid. Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.

Only bids completed in **black** ink on the original Bid documentation will be accepted. Late, incomplete or Bids submitted by facsimile or email will not be accepted. Proof of submitting a Bid will not be accepted as proof of the Bid having been received. The Municipality is not obliged to accept the lowest or any Bid submitted to it. The Municipality reserves the right to accept any Bid in full or in part. If prices offered are cost effective Council reserves the right to procure more items to take financial advantage thereof.

**MUNICIPAL OFFICES
13 CHURCH STREET
PIKETBERG
7320**

**ADV. HANLIE LINDE
MUNICIPAL MANAGER**

MN134/2021

30 July 2021



BERGRIVIER MUNISIPALITEIT

TENDER 8/3/29-2021 / MK134/2021: VERSKAF, AFLEWERING, INSTALLERING EN ONDERHOUD VAN FOTOSTAAT MASJIENE VIR 'N PERIODE TOT EN MET 30 JUNIE 2024

TENDERS word hiermee aangevra vanaf bekwame en ervare diensverskaffers vir die verskaf, aflewering, installeer en onderhoud van fotostaat masjiene vir 'n periode tot en met 30 Junie 2024, soos uiteengesit in die spesifikasies.

Tenders, in verseëelde koeverte en duidelik buite-op gemerk "**Tender 8/3/29-2021 MK134/2021: Verskaffing, aflewering, installering en onderhoud van fotostaat masjiene**", moet in die tenderbus by die Munisipale Kantore, Kerkstraat 13, Piketberg geplaas word teen nie later as **12:00** op **Vrydag, 03 September 2021** waarna tenders in die openbaar oopgemaak sal word.

Tender dokumente en spesifikasies is op aanvraag beskikbaar teen 'n **nie-terugbetaalbare tenderfoo** **van R250.00** by Me. Revedy Hendricks by tel. no. (022) 913 6063 of e-pos: **hendricksr@bergmun.org.za** gedurende kantoorure. **Die dokumentfoo moet in die bankrekening van Bergrivier Munisipaliteit by Nedbank gedeponeer word, rekeningnommer 116 976 1380, tak 198765. Die verwysing wat gebruik moet word, is die tendernommer en die maatskappy se naam. Bewys van betaling is nodig wanneer 'n harde kopie of die elektroniese weergawe van die dokument afgehaal of aangevra word.** Alle tegniese navrae moet gerig word aan Mnr. Shane Lesch by tel. no. (022) 913 6000 of e-pos: **leschs@bergmun.org.za**

Tenders moet geldig en bindend wees vir een honderd en twintig (**120**) dae na sluitingsdatum.

'n Verpligte terreinvergadering sal plaasvind op Maandag, 16 Augustus 2021 om 11h00, by Piketberg Biblioteek te Kerk Straat. Slegs een verteenwoordiger per leweransier sal toegelaat word.

Tenders sal geëvalueer word ingevolge die Raad se Voorsieningskanaalbestuursbeleid, 80/20-punte stelsel. Dit is dus verpligtend om die Voorkeurverkrygingsvorm te voltooi om te kwalifiseer vir enige voorkeerpunte. **Pryse moet BTW insluit.**

Verskaffers moet geregistreer wees as 'n voornemende verskaffer op Nasionale Tesourie se Sentrale Databasis (SDB). Die Belastinguitklaringsertifikaat / Belasting ooreenstemmende status Pin / Sentrale verskaffersdatabasis (SDB) nommer (MAAA...), moet saam met die tenderdokument ingedien word. Nie-nakoming hiervan sal die uitslag van die tender ongeldig verklaar.

Slegs tenders wat in **swart** ink voltooi is op die oorspronklike dokumentasie sal aanvaar word. Laat, onvolledige of tenders ontvang per faks of e-pos, sal nie aanvaar word nie. Bewys van versending van 'n tender sal nie as bewys van ontvangs van 'n tender gesien word nie. Die Raad is nie verplig om die laagste of enige tender te aanvaar nie. Die Raad behou die reg voor om enige tender of gedeelte daarvan te aanvaar. Indien goeie pryse vir items ontvang word kan Raad die hoeveelhede aanpas om voordeel daaruit te trek.

**MUNISIPALE KANTORE
KERKSTRAAT 13
PIKETBERG
7320**

**ADV. HANLIE LINDE
MUNISIPALE BESTUURDER**

MK134/2021

30 Julie 2021