

*Laingsburg*

*Munisipaliteit*

Munisipale-geboue  
Privaatsak X4  
LAINGSBURG, 6900  
Tel. (023) 551 1019  
Faks No. (023) 5511 019



*Municipality*

Municipal Buildings  
Private Bag X4  
LAINGSBURG, 6900  
Tel. (023) 551 1019  
Fax No. (023) 5511 019

E-pos / E-mail: [scm@laingsburg.gov.za](mailto:scm@laingsburg.gov.za)

**NOTICE: 40 / 2024**  
**TENDER: T14 - 2023 / 2024**

**THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING  
OF OFFICE AUTOMATION EQUIPMENT FOR A CONTRACT PERIOD OF THREE  
(3) YEARS**

Laingsburg Municipality hereby invites tenders for Tender No. T14 - 2023 / 2024 - The supply, delivery, installation, maintenance and financing of office automation equipment for a contract period of three (3) years.

Tenders will only be accepted from accredited authorised dealers and bidders must submit proof of dealership certificates.

Completed tenders in a sealed envelope, endorsed with “**Tender T14 - 2023 / 2024 - The supply, delivery, installation, maintenance and financing of office automation equipment for a contract period of three (3) years**,” must be placed in the tender box in the foyer between 08:00 – 15:00 at the Municipal Buildings, 02 Van Riebeeck Street, Laingsburg to reach the Municipal Manager no later than **12:00 p.m. on 19 April 2024**, after which tenders will be opened in public.

Tenders may only be submitted on the prescribed tender documents, obtainable from **20 March 2024**, starting at 08:00 at Laingsburg Municipality, 02 Van Riebeeck Street, Laingsburg, 6900 during office hours (08:00 – 15:00).

A non-refundable participation fee of **R 500.00 (Five Hundred Rand)** will be applicable. The participation fee must be deposited into the account of the Laingsburg Municipality at **Standard Bank**, Branch Code **51108**, Account Number **203 247 663**. The reference number for confirmation of payment is **T14-2023/2024 - Company Name**.

Proof of payment of the participation fee should accompany your tender document at submission. For enquiries specific to this matter, kindly contact to Odette Noble at [scm@laingsburg.gov.za](mailto:scm@laingsburg.gov.za).

The **bid must be valid for a period of 120 days** after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

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

|                                     |            |
|-------------------------------------|------------|
| PRICE                               | 80         |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 10         |
| LOCALITY                            | 10         |
| <b>TOTAL POINTS</b>                 | <b>100</b> |

The successful tenderer must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on [www.csd.gov.za](http://www.csd.gov.za)

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal tender, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

Telegraphic, telephonic, facsimile, emailed, and late bids will not be accepted.

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO. 40553 DATED 20 JANUARY 2017).**

Queries relating to this tender may be addressed to:

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| <u>Technical Queries</u><br>Mr Realdo Pedro<br>Tel: (023) 55 11 019<br><a href="mailto:rpedro@laingsburg.gov.za">rpedro@laingsburg.gov.za</a> | <u>Supply Chain Management Queries</u><br>Mr Keith Gertse<br>Tel: (023) 55 11 019<br><a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a> | <u>Document Queries</u><br>Mr Keith Gertse<br>Tel: (023) 55 11 019<br><a href="mailto:scm@laingsburg.gov.za">scm@laingsburg.gov.za</a> |
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**J BOOYSEN**  
**MUNICIPAL MANAGER**

**15 MARCH 2024**