



**Knysna**

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inclusive || innovative || inspired

**KNYSNA MUNICIPALITY**

**T 40 OF 2023/24: SUPPLY, INSTALLATION AND SERVICING OF MULTIFUNCTIONAL DEVICES**

**(PHOTO COPIER MACHINE/ PRINTERS) FOR A PERIOD OF THREE (3) YEARS**

Knysna Municipality hereby invites tenders for the Supply, Installation and Service of Multifunction Devices (Photo Copier Machine/ Printers) for a Period of Three (3) Years

Tender documents can be downloaded from the Knysna Municipality website: [www.knysna.gov.za](http://www.knysna.gov.za) at no cost. Website navigation is as follow: Do Business – Bidding Opportunities - Tenders – Current Tenders.

Technical enquiries relating to the tender documents may be addressed via email to: Lezelle Plaatjies, e-mail: [lplaatjies@knysna.gov.za](mailto:lplaatjies@knysna.gov.za) and Supply Chain related queries may be addressed to: Mzwanele Mato, e-mail [mmato@knysna.gov.za](mailto:mmato@knysna.gov.za).

The closing date and time for submission of bids is **12h00 on Wednesday, 24 April 2024**. Bids must be sealed in an envelope clearly marked with the bid number, title given above and placed in the **bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna**, on or before the mentioned time and date. Telephonic, facsimile, e-mail, and late bids will not be accepted. Bids must remain valid for a period of **120** days after the closing date of the bid. Notwithstanding the period of validity of bids as set out in the bid documents, the Municipality reserve the right to request validity extension.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered. Bids may only be submitted on the bid documentation that is issued.

The evaluation of this bid will be subjected to functionality scoring. Tenderers must achieve a minimum functionality score of **70%** for functionality in order to be evaluated further on prices and preference points system. The functionality criteria and weighting are set out in the tender document.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2022.

**The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.**

**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)..**

Further requirements for sealing, addressing, delivery, opening, and assessment of bids are stated in the Tender Document.

**MR. O.P. SEBOLA**  
Municipal Manager  
Clyde Street  
KNYSNA  
6570