



TENDER NOTICE T52.23.24

SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF DIGITAL PHOTOCOPY EQUIPMENT FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2027

Swartland Municipality awaits quotations from suitably experienced service providers for the **Supply, Installation, Commissioning and Maintenance of Digital Photocopy Equipment for the Period 1 July 2024 to 30 June 2027** as per the specifications stated in the official bid documentation.

The documents can be obtained from Jo-Maré van der Westhuizen at vanderwesthuizenj@swartland.org.za (022) 487-9700 during normal office hours at the Municipal Offices, Kerk Street, Malmesbury. A non-refundable cash fee of **R160.00** is payable to Swartland Municipality for collection of **hard copy** tender documents. The tender document is available in electronic format on request, at no charge.

Bids will be evaluated in accordance with the Council's Preferential Procurement Policy and the attached specifications. The 80/20-preference point system will be used for the evaluation of the contract. The Preferential Procurement Policy will be available for perusal during normal office hours at the municipal offices.

The Swartland Municipality endorses and supports the Government's Black Economic Empowerment Programme and is committed to rectify the inequalities of the past. For bidders to qualify for the advantages of the B-BBEE Act, they must thoroughly complete the attached Annexure MBD 6.1. **There will be no benefits if the schedule is not thoroughly completed. Preference points MUST also be claimed in paragraph 6.1.** Bidders are required to submit **original and valid B-BBEE Status Level Verification Certificates or certified copies** thereof together with their bids, to substantiate their B-BBEE rating claims. Bidders are also required to submit **Proof of Locality** in order to claim points for locality.

Duly completed tenders in a sealed envelope marked "**TENDER T52.23.24 – Supply, Installation, Commissioning and Maintenance of Digital Photocopy Equipment**" together with the name and address of the Tenderer must be deposited in the tender box at the **Municipal Head Offices, on the cnr of Kerk and Voortrekker Street before 12:00 on Friday 24 May 2024** upon which the tenders will be made public.

Tenderers are requested to contact Mr Johan Pienaar regarding technical matters at 022 487 9400 before the tender closing date.

Late tenders will not be accepted and the Municipality will not be compelled to accept the lowest or any tender. The Municipality reserves the right to omit any part of the tender. Tenders by telephone, facsimile and e-mail will not be accepted.

**MUNICIPAL OFFICE
PRIVATE BAG X52
MALMESBURY
19 APRIL 2024**

**JJ SCHOLTZ
MUNICIPAL MANAGER**