

MAGARENG



MUNICIPALITY

ADVERT: INVITATION TO BID

BID REF No: IT02/02/14

SUPPLY, INSTALLATION AND MAINTENANCE OF HIGH VOLUME PHOTOCOPIER ON A RENTAL PERIOD OF 36 MONTHS

Magareng Local Municipality hereby invites suitable Service Providers to submit proposals for the **supply, installation and maintenance of high volume photocopier on a rental period of 36 months.**

This bid will be evaluated in terms of the 80/20 preference point system as prescribed in the PPPF Act (No 5 of 2000) and the Supply Chain Management Policy of Magareng Local Municipality.

Bid documents with Terms of Reference are obtainable from the Magareng Municipality at an amount of **R250-00 non-refundable** as from **Tuesday 2 September 2014**, at the cashier Magareng Local Municipality, Magrietha Prinsloo Street, Warrenton. Bid documents can be bought during office hours between 07H30 and 15H00 prior to the collection of the bid documents from the same offices – **Supply Chain Management Unit (Supply Chain Manager: Chrystal Kruger or Supply Chain Officer: Chantal Jakkals).**

No compulsory briefing session will be held.

Bids **MUST** comply with the following:

- Original valid Tax Clearance Certificate must be submitted;
- All bids must be submitted on the original form;
- Proof of company registration must be submitted;
- All prices must be firm and VAT inclusive;
- Incomplete bid documents will be disqualified;
- Municipal account not older than 3 months and/or lease agreement if renting

NB: Specifications and a clear set of requirements and conditions are set out on the bid documents.

The highest points or any bid will not necessarily be accepted and the Magareng Local Municipality reserves the right to accept the whole or portion of any bid.

The closing date for bids is **18 September 2014 @ 12h00**. Bids should be clearly marked: **REF BID IT02/14/15 SUPPLY, INSTALLATION AND MAINTENANCE OF HIGH VOLUME PHOTOCOPIER** and submitted to **The Municipal Manager, Magareng Local Municipality, P.O. Box 10, Warrenton, 8530** or hand delivered to the **Magareng Municipal Offices, 126 Magrietha Prinsloo Street, Warrenton.**

Bids will be opened in public immediately after the stated closing time. Electronic and faxed Bids will not be accepted. No late Bids will be accepted for consideration. Bids will be awarded within the framework of Council's Supply Chain Management Policy.

(NB: Bid documents are obtainable at Magareng Office during working hours. Enquiries on the High Volume Photocopy Machine may be directed to Mr. Thapelo Jacobs tel. (053) 497 3111 during office hours.

**MUNICIPAL MANAGER
MR. J.T.F. LEEUW**