



TENDER NOTICE AND INVITATION TO TENDER

CLOSING TIME: 13:30

CLOSING DATE: 04 DECEMBER 2019

TENDER 196/2019: THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT.

Prince Albert Municipality hereby invites tenders for The Supply, Delivery, Installation, Maintenance and Financing of Office Automation Equipment. Tender Documents are available at no charge from the Prince Albert Municipality Website at www.pamun.gov.za (Website navigation is as follow: Procurement, Tenders available).

Alternatively, a set of tender documents can be obtained at a non-refundable cost of R400 (including VAT), payable in cash at the cashiers at the Prince Albert Municipality's Financial Building, 23 Church Street, Prince Albert or EFT deposit in favour of the Prince Albert Municipality ABSA Bank, account no. 2640560064 Reference: Tender No. 196/2019 prior to collecting the tender document.

Technical enquiries relating to the tender documents may be addressed to: scm@pamun.gov.za .

The closing time for submission of bids is **13h30 on Wednesday, 04 December 2019**. Bids must be sealed in an envelope clearly marked with the bid number and title given above and placed in the **Tender Box at the Administration Building, 33 Church Street, Prince Albert**, on or before the mentioned time and latest date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid. Notwithstanding the period for validity of bids as set out in the bid documents, bids shall be deemed to remain valid until formal acceptance by the Prince Albert Municipality of an offer at any time after the expiry of the original validity period, unless the Prince Albert Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder.

Bids will be opened in public at the Administration Building (33 Church Street, Prince Albert) at **13h30**. No late bids shall be considered.

Bids may only be submitted on the bid documentation that is issued.

This bid is not subject to local content and production.

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 2017.

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

**MS ANNELEEN VORSTER
MUNICIPAL MANAGER**