



**TENDER NO: (OA/NC061/11/2023)**

**SUPPLY, DELIVERY AND MAINTENANCE OF OFFICE AUTOMATION TO RICHTERSVELD MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

**TENDERERS ARE HEREBY INVITED TO SUBMIT FORMAL BID DOCUMENTS FOR THE SUPPLY, MAINTENANCE AND INSTALLATION FOR OFFICE AUTOMATION. FOR A CONTRACT PERIOD OF 36 MONTHS**

Tender documents, in English, are obtainable from Friday 10 November 2023, at the offices of the Supply Chain Management Unit, Richtersveld Municipality, Port Nolloth Tel. (027) 851 1139 / (027) 851 1106, 07:30 and 16:30 and alternatively the document may be downloaded from e-tender portal at – [www.etenders.gov.za](http://www.etenders.gov.za) upon payment of a tender participation fee of R 623.30 per set.

Specification enquiries can be refer to the SCM Unit of Richtersveld Municipality

Functionality will apply in this tender ‘

The Tender will be evaluated in terms of the Revised Preferential Procurement Policy

**Sealed tenders with “ Tender No: ( OA/NC061/11/2023)**

clearly endorsed on the envelope, must be deposited in the Tender Box at the Municipal offices in Port Nolloth.

**OFFICE AUTOMATION FOR A CONTRACT PERIOD OF 36 MONTHS**

The closing date and time of the tender is on the 24<sup>th</sup> of November 2023 and tenders will be opened in public at the Richtersveld Municipal offices.

**Following conditions will apply to the tender:**

- The Tenderer needs to be registered on the Central Supplier Database (CSD) of National Treasury. Proof of registration should be attached to the tender document (CSD REPORT);
- A Valid Tax Pin’ or a certified copy of the original Tax Clearance Certificate should accompany your document;
- A certified copy of Broad Based Black Economic Empowerment (B- BBEE) Certificate or sworn affidavit must be submitted
- A certified copy of Company Registration documents (CK 1) must be submitted
- Copy of the latest Municipal Account or a signed Lease Agreement on the address of the business and that of the directors, as per CK1, must accompany the bid document **(NB. Bidders may not be in arrears for more than three months with municipal rates and service charges)**

- Price quoted must be valid for at least 90 days;
- Price quoted must be firm and inclusive of VAT (if VAT registered);
- Bids which are **late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically**, will **NOT** be accepted;
- Bids must only be submitted on the documentation provided by the Richtersveld Municipality (original Bid Documents) and be completed with black ink;  
The Supply Chain Management Policy of Richtersveld Local Municipality will apply.
- Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.
- No tender will be considered from a person or company who, for the past five years, has been convicted of fraud, corruption or any criminal offense
- No tender will be considered to persons in the service of the state.

JG CLOETE



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MUNICIPAL MANAGER  
RICHTERSVELD MUNICIPALITY

DATE: 10 NOVEMBER 2023