



KANNALAND

MUNISIPALITEIT | MUNICIPALITY

REQUEST FOR TENDER

CLOSING TIME: 12:00

CLOSING DATE: 8 DECEMBER 2023

BID NO: KANNA 17/2023

Request for tender are hereby invited for:

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RELATING SERVICES, EQUIPMENT, SUPPORT, PARTS, PRINTER CONSUMABLES (TONERS) ,STAPLES AND PRINTERS/COPIER/SCANNER FOR A PERIOD OF THREE (3) YEARS

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries about the specifications of the tender may be addressed to Mr. I Grispe at telephone (028) 551 8000 or by e-mail to ivor@kannaland.gov.za. Enquiries about the completion of the document can be addressed to Ms. Dalicia Booyesen at telephone (028) 551 8000 or by e-mail to dalicia@kannaland.gov.za

A set of tender documents can be obtained at a non-refundable price of R 612.60 per set from Ms. Dalicia Booyesen whom may be contacted at telephone (028) 551 8000 or e-mail dalicia@kannaland.gov.za. Payments must be made by cash or bank deposit payable to the Kannaland Municipality. Bank account details are: Account Holder: Kannaland Municipality, Bank: Standard Bank, Account number: 420543562, Branch: Ladismith, Branch code: 051001, reference number: **KANNA 17/2023**. The tender document is also available in electronic format and may be e-mailed to interested service providers.

Tender documents are available during office hours on Monday to Fridays from 07:30 – 16:00, at the Supply Chain Management Offices in Ladismith.

The fully completed original tender document, in each individually sealed envelope, must be deposited in the **tender box at Kannaland Municipality – Building, 32 Church Street, Ladismith by not later than 12:00 (GMT+2) on FRIDAY, 8 DECEMBER 2023**. The envelope must be endorsed clearly on the outside with the number, title and closing date of the tender as above.

The tender box will be emptied just after 12:00 on the closing date after which all bids will be opened in public. Late bids or bids submitted by e-mail or fax will under no circumstances be accepted.

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations 2022 and the Kannaland Municipality's Supply Chain Management Policy.

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

It is expected of all prospective service providers who are not yet registered on the CSD to register without delay. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the CSD.

Important note: a valid original tax clearance certificate, B-BBEE certificate and certified copies of directors and owners identities must be submitted with the documentation.

NOTICE NR: 110/2023

**H. BARNARD
ACTING MUNICIPAL MANAGER**

