



## TENDER NOTICE & INVITATION TO TENDER

Great Kei Municipality hereby invites submission of tenders for the following Projects: -

TENDER NO.	TENDER NAME	BRIEF DESCRIPTION	CLOSING DATE
BTO: 32/2023/24	Leasing of Photocopier Machines for a period of Three Years.	The municipality is calling for quotations for Leasing of Photocopier Machines for a period of Three Years.	23 April 2024 at 11am
BTO: 33/2023/24	Supply and Installation of Microsoft Licensing for a period of Three Years.	The municipality is calling for quotations for Supply and Installation of Microsoft Licensing for a period of Three Years.	23 April 2024 at 11am

Bid documents will be available at Great Kei Local Municipality Budget and Treasury SCM Offices offices, 17 Main Street, Municipal Building, Qumrha, 4950 upon payment of a **non-refundable** deposit of **R 350.00** per document. **Only bank deposit or EFT will be accepted.**

Project enquiries and bidding enquiries shall be directed **Mr P Ludidi for Leasing of Photocopier Machines for a period of Three Years & Supply and Installation of Microsoft for a period of Three Years** during normal office hours **(043 831 5700/11) (08h00-16h30)**.

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Price - 80 points  
 HDI (Specific goals) - 20 points  
**TOTAL 100 points**

**THE FOLLOWING DOCUMENTS MUST ACCOMPANY TENDERS SUBMITTED BY PROSPECTIVE SERVICE PROVIDERS IN ORDER FOR THEM TO BE CONSIDERED. FAILING WHICH THEY WILL BE DISQUALIFIED:-**

- a) Bidders to provide Tax Compliance status pin.
- b) Completed Tender Document and accurately
- c) Valid Billing Clearance Certificate from your local municipality and or lease agreement
- d) Bidders must be registered on CSD or Supply CSD Number
- e) Identity documents for directors of the company must be submitted.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer) Means of Verification
51% Black Ownership	20	Copy of Certified ID and CK Document must be attached

Late, faxed, falsified and e-mailed tender documents will not be considered or will be disqualified. Completed tender documents must be **deposited in the tender box located in the Budget and Treasury Office between the hours 08H00 till 16H00 17 Main Street, Qumrha, 4950 before or not later than the dates as indicated. Council does not bind itself to accept the lowest or any tenders.**

Each bidder must submit a copy of their proposal in sealed envelope marked **BID NO: “BTO: 32/2023/24, Leasing of Photocopier Machines for a period of Three Years”**

**NB: Bidders who are working for the state will not be considered.**

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MR. L.N. MAMBILA  
MUNICIPAL MANAGER