

**2. TENDER NOTICE & INVITATION TO TENDER**
**TENDER NO. BV 1110/ 2024**
**RENTAL OF MULTI-FUNCTION OFFICE MACHINES (INCLUSIVE OF RELATED SERVICES) FOR A PERIOD ENDING 30 JUNE 2028**

The Breede Valley Municipalities invites tenders for the rental of multi-function office machines (inclusive of related services) for a period ending 30 June 2028

Only experienced and qualified service providers/ suppliers who meet the conditions as set out in the tender, are encouraged to participate in this tender. Service providers can request or collect bid documents from the Supply Chain Management Offices; 51B Baring Street, Worcester. Documents are to be requested or collected as from Tuesday, 12 November 2024, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 - 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, Cash deposits and EFT's made out in favour of the Breede Valley Municipality, is required on collection of the bid documents. Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mr. A. Napi, at telephone number 023 348 2954 or e-mail address: [anapi@bvm.gov.za](mailto:anapi@bvm.gov.za). Alternatively, the SC Officer: Procurement, Mr. Bells, can be contacted at 023 348 2954 or emailed at [wbells@bvm.gov.za](mailto:wbells@bvm.gov.za). Any enquiries regarding technical information shall be directed to the Systems Administrator, Ms. N Jama, at telephone number 023 348 2901 or e-mail address: [njama@bvm.gov.za](mailto:njama@bvm.gov.za) Alternatively, the Senior Systems Administrator, Mr. P Victor can be contacted at telephone number 023 348 2901 or e-mail address: [pvictor@bvm.gov.za](mailto:pvictor@bvm.gov.za)

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipal Credit Control offices, 53 Baring Street, Worcester, by not later than **11h00 on Thursday, 12 December 2024**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy, the Preferential Procurement Framework Act, the Preferential Procurement Regulation of 2022 and Council's Preferential Procurement Policy. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality  
 Private Bag X3046  
 WORCESTER

D. MCTHOMAS  
 MUNICIPAL MANAGER  
 SC 32/2024