



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and
Hopetown
Northern Cape Province, Republic of South Africa

☒ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

TENDER 04/2013 RENTAL OF PRINTERS, COPIERS, FAXES

Thembelihle Local Municipality situated in the Northern Cape and covering the towns of Hopetown and Strydenburg, is committed to continuously improve the way that we do business. For this reason it was decided to request tenders from prospective Service Providers to firstly evaluate how we utilise our printers, copiers, scanners and faxes and then, secondly, to make proposals on how we can improve efficiencies and/or reduce our costs.

Although we do have some existing contracts, we are not satisfied that we are maximizing the technical opportunities that are available to us. For this reason no specifications or any required equipment is provided. It will be the task of all tenderers to, with the assistance of the Municipality, determine how to best utilize the available technologies. Once this has been determined, tenderers must provide the financial implications for a contract with a firm price (i.e. no escalation) for 3 years. The tender price must take into account that the existing contracts are taken over. The settlement amounts as at 31 October 2013 will be provided on request.

A voluntary session to discuss in more detail what the exact requirements are will be held on **26 September 2013 at 10h00** at the Municipal Offices in Church Street, Hopetown. Bid documents are available at a price of R200 (VAT inclusive) and can be obtained on this day or by phoning Ms N Jaxa on 053 2030 005/8. The tender will close at 12:00, the **08 November 2013** and all the tenders will be open in public on the same time and day.

Before compiling your tender, please take cognisance of the following:

Thembelihle Local Municipality's Supply Chain Policy will apply.

- ✓ A Valid Original Tax Clearance Certificate for Tenders must be submitted.
- ✓ Company profile and VAT registration must be submitted.
- ✓ Thembelihle Local Municipality does not bind itself to accept the lowest bid or any tender and reserves the right to accept the whole or part of a bid or to accept bids from more than one Service Provider.
- ✓ Late or incomplete; unsigned; electronically and faxed bids will not be accepted. Prospective tenderers must comply with the following specifications:
 1. Full details on the approach recommended (i.e. centralised, decentralised, etc.) and required equipment that will be required;
 2. Full details on the costing (e.g. delivery, set-up, rental cost for equipment, maintenance costs, cost per copied/printed/faxed page both black and colour and any other cost associated with the proposal).

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

M Mogale

Municipal Manager