KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: OFFICE OF THE DEPUTY MUNICIPAL MANAGER
NOTICE NO: 272/2026
SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE & SERVICING OF OFFICE EQUIPMENT

Prospective Service Providers are hereby invited to submit tenders for the Appointment of Service Provider for the Supply, Delivery, Installation, Maintenance & Servicing of Office Equipment (Printers, Copiers, and Multi-Function Machines Lease Option) for a Period of three (3) years.

Tenders

An electronic copy of the tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from **Tuesday, 10 November 2026**. After downloading the tender document from the website each prospective bidder **MUST** ensure that all the pages of the tender document are printed.

A **Compulsory Virtual Clarification Session** will be arranged for **Wednesday, 25 November 2026 @10h00am.** Prospective bidders can use link below which is direct from this advert to access the meeting. **Please take note that no attendee arriving 10 minutes late or more** will be allowed to attend the clarification meeting.

Join Teams Meeting

https://teams.microsoft.com/meet/3335218102932200?p=a032t42t8hHSjbgLYk

Meeting ID: 333 521 810 293 220 0

Passcode: DZ7X5pV7

Please note:

- Telegraphic, telephonic, telex, facsimile, email, or late tenders will not be accepted.
- This contract will be evaluated on the 80/20-point system. 80 points for price and 20 points for specific goals. To claim points for specific goals prospective bidders MUST submit proof/ required documents.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved a in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive. Bidders are encouraged to submit USB's and SD Cards only. The submission of CDs in a condition that is capable of being handled i.e. device that is readable and not broken is solely the responsibility of the bidder. Visibly broken CDs at tender opening stage will not be accepted.**
- **Bidders must note that the Municipality may make use of additional vetting methods to further qualify capacity of bidders to eliminate delays during project implementation.**
- A valid Tax compliance Status pin must be submitted.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission will be 90 days from the closing date.
- Tenders that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any inquiries relating to this tender must be submitted in writing via e-mail to tenders@kouga.gov.za and copied to jschaap@kouga.gov.za

Completed documents in a sealed envelope endorsed "**NOTICE NO: 272/2026: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE & SERVICING OF OFFICE EQUIPMENT"** must be placed in the Tender Box at 16 Woltemade Street (front entrance), Jeffrey's Bay, Room 122 on or before **THURSDAY, 10 DECEMBER 2026 at 12:00.**

C. DU PLESSIS



MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For Placement: Herald/Municipal Website/ Municipal Notice Boards in all offices/areas – 10 November 2026