

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: CORPORATE SERVICES & SPECIAL PROJECTS
NOTICE NO: 84/2018

REQUEST FOR QUOTE (RFQ): SUPPLY, DELIVERY & INSTALLATION OF
OFFICE EQUIPMENT (PRINTERS, COPIERS AND MULTI-FUNCTION
MACHINES)

Prospective Suppliers and Service Providers are hereby invited to submit formal quote for the Supply, Delivery & Installation of Office Equipment (Printers, copiers and multi-function machines) to Kouga Local Municipality.

DETAILED SPECIFICATION IS AVAILABLE ELECTRONICALLY:

An electronic copy of tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za. Printed copies of the Tender Document will be available at a non- refundable fee of R250 per document as from Monday, 21 May 2018 from the Registry Section, 33 Da Gama Road, Jeffreys Bay, 6330 Tel No: 042 2002200.

CONDITIONS OF THIS RFQ:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80/20 point scoring system
- The Guidelines for locally produced goods or locally manufactured goods with a stipulated minimum threshold where applicable will be applied.
- A valid SARS Tax Clearance Certificate and the Tax Compliance Status may be requested to verify tax status.
- 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.
- In order to claim Preference points a valid original or certified B-BBEE Status level Verification certificate / EME Certificate / Sworn Affidavit must be submitted to validate the claim.
- 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 must be 120 days from the closing date.
- RFQ's that are deposited in the incorrect box or delivered to any other venue will not be considered.
- Compulsory briefing meeting will be held on 28 May 2018 @ 14h00 in the IT Boardroom.

Any information regarding this formal quote can be obtained from Mrs. J. Hammes at 0422002200 or jhammes@kouga.gov.za

Completed documents in a sealed envelope endorsed "**NOTICE NO: 84/2018: "SUPPLY, DELIVERY & INSTALLATION OF OFFICE EQUIPMENT (PRINTERS, COPIERS AND MULTI-FUNCTION MACHINES)"**", must be placed in the Tender Box in the foyer of the Municipal Offices at 33 Da Gama Road, Jeffreys Bay on or before **WEDNESDAY, 20 JUNE 2018 at 12:00.**

C. DU PLESSIS
MUNICIPAL MANAGER

P.O Box 21
JEFFREYS BAY
6330

For Placement: Herald – 21 May 2018

Municipal Website/ Municipal Notice Boards in all offices/areas – 21 May 2018