



**BID INVITATION:
SUPPLY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTIONAL PRINTERS
CONTRACT NO.HGDM513/HGDM/2016**

Harry Gwala District Municipality hereby requests proposals from suitably experienced Service Providers for the supply, installation and maintenance of multifunctional printers for the municipality and its satellite offices for a period of 36 months. Service providers are required to comply with normal business ethics

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Original valid tax clearance certificate or SARS pin
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile
- Central Database number

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT(if applicable)
- All quotations submitted shall be valid for 30 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (available on our website and reception)
- A certified and valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation
- Your company must be registered on municipal database

DOCUMENTS

Documents may be obtained at, Finance Department, Ixopo from **26 September 2016** upon payment of non-refundable deposit of R300.00 per document. All payments are to be in cash or bank guaranteed cheques made in favour of Harry Gwala District Municipality.

CLOSING DATE

The closing date for the bidders is **on 07 October 2016 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Multifunctional Printers"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr.T.Ndaba** on 039 834 8700 during working hours

Mrs A.N. Dlamini
Municipal Manager