

**KNYSNA MUNICIPALITY**

**BID NO. T 68 / 2015:**

**SUPPLY, INSTALLATION AND SERVICING OF PHOTOCOPIERS FOR A PERIOD OF 24 MONTHS (2 YEARS)**

Knysna Municipality invites tenders for the Supply, Installation and Servicing of Photocopiers for a Period of 24 Months (2 years).

The physical address for collection of tender documents is **Supply Chain Management Unit, Finance Building, Queen Street, Knysna.**

A receipt for a non-refundable deposit of **R 218.00** payable by cheque made out in favour of Knysna Municipality is required on collection of the tender documents. E-mailed tender documents can be obtained from the following address: [mmato@knysna.gov.za](mailto:mmato@knysna.gov.za) at no cost.

Technical enquiries relating to the tender documents may be addressed to: Vicky Bridge, Tel No. 044-302 6431, email: [vbbridge@knysna.gov.za](mailto:vbbridge@knysna.gov.za)

The closing time for submission of bids is **12h00** on **Wednesday, 25 November 2015**. Bids must be sealed in an envelope clearly marked with the bid number and title given above, and placed in the **bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna**, before the latter time and latest date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered.

Bids may only be submitted on the bid documentation that is issued.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act 2000, the Preferential Procurement Regulations 2011 and Council Preferential Procurement Policy adopted in terms of Section 2 of the Act.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Data.

G S Easton  
**Municipal Manager**  
Clyde Street  
KNYSNA  
6570

