

**UMSOBOMVU MUNICIPALITY: REQUEST FOR PRICE**

**LEASING OF PHOTOCOPIER MACHINES.**

1. Bids are herewith invited from suitable qualified service providers to submit bids for the rental/leasing of photocopier machines.
2. Sealed proposals, endorsed with the corresponding proposal description “**BID NO. 01/09/2015: LEASING OF PHOTOCOPIER MACHINES**”, must be placed in the Bid Box at the office of Umsobomvu Municipality, 21 A Church Street, COLESBERG. Postal and hand deliveries must reach Umsobomvu Municipality, Private Bag X 6, COLESBERG, 9795, not later than 12:00 on Monday 14 September 2015, after which the proposals will be opened in public.
3. Bids which are deposited late, incomplete, unsigned, not accompanied by the documents required or submitted per facsimile or electronically will not be considered.
4. All bids will be adjudicated and awarded in terms of the Umsobomvu Supply Chain Management Policy, the Preferential Policy Framework Act 2000 (Act No. 5 of 2000) and the regulations promulgated under this Act.
5. The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too low; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.
6. Bids are to hold good for a period of 90 days.
7. Bidders must submit a certificate/proof certifying that the bidder does not have undisputed commitments for municipal services towards a municipality which is overdue more than 30 days.
8. A valid, original and current SARS Tax Clearance Certificate must be attached to the bid.
9. Certified evidence of BBBEE status issued by SANAS, IRBA or SANAS accredited agencies to claim preference points.
10. The bid will be adjudicated on the following criteria: Price = 80 points. BBBEE contribution level = 20 points.
11. All prospective bidders must be registered on the municipal data base (Forms available on the website –[www.umsobomvumun.co.za](http://www.umsobomvumun.co.za)) or at the SCM Section of the municipality.
12. Further specifications and or information can be obtained from the Chief Financial Officer, at (051) 7530777.
13. This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.



Mr. A.C. Mpela  
Umsobomvu Municipality  
Private Bag X6  
COLESBERG  
9795

Notice No. 66/2015  
Date: 4 September 2015