



NAMA KHOI LOCAL MUNICIPALITY

TENDER NOTICE AND INVITATION TO TENDER

ADVERTISED ON:

MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE; NATIONAL TREASURY e-TENDER

NOTICE NO: 05/2026

BID/NC062/20/2025-2026

Tenders are hereby invited for:

SUPPLY AND MAINTENANCE OF PRINTING DEVICES FOR A PERIOD OF THREE (3) YEARS

PUBLISHED DATE:

13 FEBRUARY 2026

CLOSING DATE:

27 FEBRUARY 2026 @ 12H00

CLOSING TIME

Formal tenders sealed and clearly marked **BID/NC062/20/2025-2026 SUPPLY AND MAINTENANCE OF PRINTING DEVICES FOR A PERIOD OF THREE (3) YEARS** must be placed in the Municipal tender box, Municipal Offices Reception Area, 04 Namakwa Street, Springbok, 8240 no later than **12h00 on 27 February 2026** and will be opened in public immediately thereafter.

AVAILABILITY OF TENDER DOCUMENTS:

Tender document can be downloaded online: www.namakhoi.gov.za (Documents – Supply Chain Information - Bid Invitation Adverts - Bid Invitation Advert 2025/2026) or the E-tender website.

The tender document will be available online for download. A payment request should be sent to Candice Rabie:

Tenders submitted without proof of payment will not be considered.

Email: Candice.rabie@namakhoi.gov.za

Tender fee: R 666.77 (Taxes included) non-refundable.

Date Available:

12 February 2026 @ 13H00

Non-refundable Fee:

R 666.77

TENDER SUBMISSION RULES:

1. Tenders are to be completed in accordance with the conditions and Tender rules contained in the Tender document. All forms and other schedules must be completed in the prescribed bid document.
2. The Tender Document & supporting documents must be placed in a sealed envelope and externally endorsed WITH: THE TENDER NUMBER; DESCRIPTION & CLOSING DATE OF THE TENDER.
3. Late tenders, or tenders that were e-mailed or fax will not be accepted.
4. Tenders may only be submitted on the Tender documentation issued by the Municipality.
5. Nama Khoi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.
6. Bidders must be registered on the Central Supplier Database of National Treasury OCPO. www.csd.gov.za
7. No person employed by the government (National, Provincial, Municipality) may be considered for this tender.
8. No tender will be considered to a person or company that over the past five years been convicted of:
 - (a) Fraud, corruption or a criminal offence.
 - (b) The suspension, early termination or unsuccessful completion of a municipal or government contract.
9. Municipal rates and taxes or municipal service charges owed by the Bidder or any of its directors/members/partners to Nama Khoi Municipality, or to any other municipality or municipal entity, should not be in arrears for more than 3 (three) months – Bid will be rejected if in arrears for more than 3 months.
10. An original Tax Clearance Certificate or Tax Status Pin, as issued by SARS, must accompany each tender.
11. Tenderers will be required to have a specified level of experience to be eligible to tender.

Tenders shall be evaluated in terms of the SCM Policy

Tenderers may claim preference points in terms of the 80/20 principle per the Specific Goals set out in the tender document (Specific goals points: Women (5); Disability (5); Youth (5); Locality (5))

FUNCTIONALITY

Experience of Service Provider/ company in relation to the scope of work of the printing devices (Certified reference letters)

40 points (Maximum)

Experience of Key Personnel in relation to the scope of work of the printing devices

30 points (Maximum)

Location

30 points (Maximum)

Total points for functionality

100 Points (Maximum)

No bid will be regarded as a responsive and acceptable bid if it fails to achieve the minimum qualifying score for functionality of 70 out of a maximum of 100 points.

Site Meeting

None

Validity Period

120 Days

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

ANY ENQUIRIES REGARDING THE TENDERING PROCEDURE MAY BE DIRECTED TO:

Section:

Corporate Services

Section:

Supply Chain Management

Contact Person:

Mrs. Benchia Damon

Contact Person:

Ms. C Rabie

Tel:

027 718 8125

Tel:

027 718 8116

E-mail:

benchia.cloete@namakhoi.gov.za

E-mail:

candice.rabie@namakhoi.gov.za

Authorised by:

ACTING MUNICIPAL MANAGER

ADV D.M. MALAN