

**RICHMOND LOCAL MUNICIPALITY
ADVERTISEMENT
HIRE/LEASE OF 8 PHOTOCOPIER MACHINES FOR THE PERIOD OF 36
MONTHS
TENDER NUMBER: RLM-20/2024/2025**

Bids are hereby invited by Richmond Local Municipality seeks to appoint a qualified and experience service provider for the Hire/Lease of Eight Photocopier Machines for Richmond Municipality.

Only bidders who are registered with National Treasury Suppliers Database (CSD) will be eligible to bid.

Bid documents must be reserved in writing, through the office of the Supply Chain Management (SCM) email: sandile.sithole@richmond.gov.za by 04 June 2025 before 16h00.

A compulsory briefing session will be held 06 June 2025 at 10h00 and will be held at the **Council Chamber**, Richmond. The briefing session will then be followed by a site visit which forms part of the compulsory briefing.

A non-refundable fee of **R585.80** is payable for each bid document of which only cash will be accepted, bid document may be obtained from the Budget & Treasury Office during normal workings hours (08h00 – 16h00) Monday to Friday at Municipal Offices, 57 Shepstone Street Richmond as from the date of an advert.

The tender will be adjudicated via two stages of which the first stage will be functionality and the second stage will be 80 (price):20 (specific goals) preference point systems. Each bidder must score a minimum of **70 points** for functionality to be considered for the second stage of evaluation.

The completed tender documents complying with the conditions of tender must be sealed and endorsed "**HIRE/LEASE OF 8 PHOTOCOPIER MACHINES FOR THE PERIOD OF THREE YEARS: RLM_20/2024/2025**" and must be hand delivered and deposited in the official tender box located at the reception area of the Richmond Municipality at 57 Shepstone Street during the office hours from 08h00 to 16h00 Monday to Friday.

The closing date for the tender is **30 June 2025 at 10h00 am** which will be followed by a public opening. Facsimile, electronic and late bids will not be accepted. Documents received post-closing date and time will be returned unopened.

Enquiries are to be directed as follows: (a) Technical Enquiries Ms Zanele Zuma on Tel: (033) 212 2155 or e-mail: Zanele.zuma@richmond.gov.za (b) SCM/ Bid Document Enquiries Mr Sandile Sithole on Tel: (033) 212 2155, or e-mail sandile.sithole@richmond.gov.za.

The Richmond Municipality is not obliged to accept the lowest bid or any part thereof and in addition reserves the right not to accept any bid and therefore retains the right not to proceed herein.

MUNICIPAL MANAGER