

TOKOLOGO LOCAL MUNICIPALITY

Market Square, Voortrekker Street

Boshof, Free State, 8340

Tel: (053) 5410 014 / 076 328 1752

Email: info@tokologolm.gov.zaWebsite: www.tokologolm.gov.za**TENDER NOTICE****BID DESCRIPTION: APPOINTMENT FOR THE LEASE OF MULTIFUNCTIONAL PRINTERS FOR A PERIOD OF 3 YEARS****BID NUMBER: TLM/RFP004/2025/2026**

Tokologo Local Municipality invites bidders to bid for the “Appointment for the lease of multifunctional printers for a period of 3 years”. Machines will remain property of the Service Provider, the machines must be new and no refurbished machines will be accepted. Maintenance of the machines will be provided by the service provider should the need arise.

Tender documents will be available from the e-tender portal, any queries can be directed Miss Kediemetse Mokmela – Finance Department (kediemetse.mokomela@tokologolm.gov.za) and Mr. Shylock Pule – ICT Department (shylock.pule@tokologolm.gov.za) strictly during working hours (07h30am – 16h00pm). For this bid there won't be any compulsory site briefing meeting.

Tender documents must be enclosed in a sealed envelope clearly marked “The Supply Chain Management Unit, Appointment for the lease of Multifunctional Printers for a period of 3 years”. The closing date for submission of the tender document is the 25th May 2026 at Tokologo Local Municipality situated at Corner of Voortrekker and Market Square, Boshof 8340. The closing time is 10h30am. Tender documents must be placed in the designated Tender Box located at reception. Please note that no late or emailed bids will be accepted.

Bidders are required to submit their at least a minimum of three (3) references, where similar experience were applied for implementation and services were rendered, in order to substantiate the ability to take the required services. All bidders who are intending to partake in this bid should be registered on the Central Supplier Database.

Mr M.A Sehloho
Municipal Manager