

## BID NOTICE AND INVITATION TO BID

The Witzenberg Municipality Financial Directorate, Supply Chain Unit invites bids for **BID NO. 08/2/22/44: PROFESSIONAL SERVICES FOR WITZENBERG MUNICIPALITY**

Only bidders who satisfy the eligibility criteria stated in the Standard Conditions of Bid (Clause C.2.1) are eligible to submit bids.

Bidders must provide valid Tax Verification Details (Tax reference number and valid third party verification pin) as issued by SARS to assess the validity of the pin on the SARS database in order to confirm their tax compliance status.

All bids received shall be evaluated in terms of the Witzenberg Municipality's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022. The 80/20 preference points system will be applicable. The following preference points system will be applicable:

**Price – 80 points**

**BBBEE Level Status – 10 points**

**Locality of enterprise – 10 points**

**Total Points – 100 points**

Bid documents can be obtained during office hours from Monday to Thursday: 8h30 -13h00 and 13h45 - 15h30 and Fridays: 8h30 – 13h00 and 14h00 – 14h30 from the Witzenberg Municipality, Supply Chain Unit, Dromedaris Street, Ceres. The amount is payable at the Municipal Head Office, 50 Voortrekker Street, Ceres or via EFT. Banking details can be requested via email. No cheques will be accepted. **Bid Documents can be obtained at a cost of R500.00 per set.**

All enquiries must be directed to the Financial Directorate, Supply Chain Unit:

**Ms Shayle Mentor**

Witzenberg Municipality

Ceres

6835

Tel: (023) 312 1765

E-mail: [supplychain@witzenberg.gov.za](mailto:supplychain@witzenberg.gov.za)

The **closing time** for receipt of bids is **10h00 on Friday, 16 May 2025** at Witzenberg Municipality, **50 Voortrekker Street, Ceres**. Telephonic, facsimile, electronic/e-mailed and late bid will not be accepted. Bids may only be submitted on the bid documentation that has been issued. The Bid Box is located at the entrance of the Witzenberg Municipal Offices, 50 Voortrekker Street, Ceres.

**A Compulsory bid clarification meeting will be held on Thursday, 24 April 2025 at 11:00 at the Ceres Town Hall, 50 Voortrekker Street, Ceres.** Bidders who fail to attend the compulsory bid clarification meeting will be disqualified. No grace period will be allowed for late comers.

Council does not bind itself to accept the lowest or any bid. Witzenberg Municipality shall apply its Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Finance Management Act, 2003 (Act no. 56 of 2003) and the relevant regulations.

**Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.**

**NB: No bids will be considered from persons in the service of the state as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations**

The Municipal Manager  
Witzenberg Municipality  
50 Voortrekker Street  
Ceres  
6835

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MUNICIPAL MANAGER