

T1.1 TENDER NOTICE & INVITATION



STEVE TSHWETE LOCAL MUNICIPALITY
TENDER NO: BS18/04/2018
CLOSING DATE: 29/08/2018 AT 12:00

APPOINTMENT OF A SERVICE PROVIDER TO RENDER RECRUITMENT VERIFICATION SERVICES AS AND WHEN REQUIRED FOR THE PERIOD OF 36 MONTHS

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for a verification service provider to verify information, documents and credentials per candidate as and when required for the period of 36 months. .

Tender documents and specifications are available and can be obtained from Ms. Rose Kalies, Legal & Administration Department, Room B207, Municipal Building, Corner Walter Sisulu and Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050 (Tel: [013] 249-7365, Fax: [013] 243-2550), at a non-refundable deposit of **R540,00**. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to the Steve Tshwete Local Municipality.

The closing time for receipt of tenders is **12:00** on **29/08/2018**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

Any technical enquiries relating to the tender document may be directed to the Ms M Smit, Assistant Director HRM. She can be contact at (013) 249 7197.

A compulsory clarification meeting with representatives of the employer will take place at Cnr Walter Sisulu and Wanderers Avenue, Civic Centre, HR Boardroom, Room D102 on 14/08/2018 starting at 10:00. Contract documentation will not be available on site.

Fully completed tender documents, clearly marked "**Tender No. BS18/04/2018: APPOINTMENT OF A SERVICE PROVIDER TO RENDER RECRUITMENT VERIFICATION SERVICES AS AND WHEN REQUIRED for a period of 36 months.**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the tender box on the 1st floor, **Steve Tshwete Municipality, Civic Centre, Corner Walter Sisulu and Wanderers Avenue, Middelburg**, by no later than 12:00 on 29/08/2018. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

TENDER NO.	BS18/04/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS

- **Copy of current municipal account (not older than 3 months) – copy of Lease Agreement – Compulsory**
- **CSD summary report – Compulsory**
- **Proof of registration as accredited motor dealer- Compulsory**

B.KHENISA
ACTING MUNICIPAL MANAGER
 STEVE TSHWETE LOCAL MUNICIPALITY
 Municipal Civic Building
 Wanderers Avenue
MIDDELBURG
 1050

TENDER NO.	BS10/07/2018				
		BIDDER	WITNESS	EMPLOYER	WITNESS