

**SWELLEDAM MUNICIPALITY**



**TENDER NO: SMT22/23/24**

**RENTAL OF OFFICE SPACE FOR SWELLEDAM MUNICIPALITY IN SWELLEDAM FOR A THREE-YEAR PERIOD**

Official bid documents and specifications are obtainable from K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam on Tel: 028 514 8500 or email [scm@swellendam.gov.za](mailto:scm@swellendam.gov.za) from, **12 October 2023**.

Any technical enquiries can be made to **Mrs. L. Baransky** at tel. no. 028-5148500, e-mail: [liezel@swellendam.gov.za](mailto:liezel@swellendam.gov.za)

Bids must be submitted in a sealed envelope and must be clearly marked with the respective tender number and description. Tenders must be placed in the Municipal Tender Box before 11h00 on **Friday, 20 October 2023** situated at the Supply Chain Management Offices, 11 Lind Street, Swellendam after which tenders will be opened in public. Tenders may only be submitted on the prescribed tender documents and must include the Tax Compliance Status **PIN** as issued by **SARS**.

Late bids and bids received by E-Mail or Facsimile will not be considered. Bids will be evaluated and adjudicated in accordance with the Swellendam Municipality's preferential procurement policy and its Supply Chain Management Policy. The **80/20**-point system will be applicable. The Municipality reserves the right to withdraw any invitation for tenders and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or award a contract to the service provider scoring the highest number of points. Subject to the sole discretion of the Municipality, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive

**Special Conditions of Tender**

- Bidders are required to attach a draft agreement and layout plan to the proposal.

**Please Note:**

- Quotation / Tender box is open 24/7. The standard size of the opening is 10cm high and 33cm wide;
- All Technical inquiries MUST be in writing to the responsible official on this advert;
- No inquiries will be handled on the last two (2) days before closing;

Bids shall remain valid for a 90-day period calculated from the bid closing date.

**A VORSTER  
MUNICIPAL MANAGER  
P.O BOX 49  
SWELLEDAM  
NOTICE NO. T100/2023**