



2. TENDER NOTICE & INVITATION TO TENDER

TENDER NO. BV 1155/ 2025

PROFESSIONAL CONSULTANCY SERVICES TO CONDUCT AN ORGANISATIONAL WORKSTUDY AND BUSINESS PROCESS ANALYSIS

The Breede Valley Municipalities invites tenders for the Professional Consultancy Services To Conduct An Organisational Workstudy And Business Process Analysis.

Only experienced and qualified service providers who meet the conditions as set out in the tender, are encouraged to participate in this tender. Service providers can request or collect bid documents from the Supply Chain Management Offices; 51B Baring Street, Worcester. Documents are to be requested or collected as from Friday, 31 October 2025, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 - 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, Cash deposits and EFT's made out in favour of the Breede Valley Municipality, is required on collection of the bid documents. Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.

Bidders must note that for this procurement process shall follow the two envelop system as follows:

- i. First envelop (Tender document inclusive of technical proposal), and
- ii. Second envelop (Tender offer (price) based on technical proposal)

Kindly note that both envelopes must be submitted in one sealed envelope upon submission.

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mrs. A. Ben, at telephone number 023 348 2947 or e-mail address: aben@bvm.gov.za. Alternatively, the Acting SC Officer: Procurement, Mr. V. Mondl, can be contacted at 023 3482946 or emailed at vmondl@bvm.gov.za. Any enquiries regarding technical information shall be directed to the Senior HR Officer, Mr. Mbiza, at telephone number 023 348 4959 or e-mail address: mmbiza@bvm.gov.za. Alternatively, the Manager: Human Resources, Mrs. Monyela can be contacted at telephone number 023 348 4956 or e-mail address: mmonyela@bvm.gov.za.

A compulsory virtual clarification meeting with representatives of the Employer will take place on **Monday, 3 November 2025, starting time 11h00 via Microsoft Teams**. Prospective tenderers shall register with Breede Valley Municipality, Supply Chain Management Unit by e-mail to procurement@bvm.gov.za not later than end of business on **Friday, 31 October 2025** after which an invite to the virtual clarification meeting will be sent out. Please note: The Municipality prefer that Senior Company Staff members or staff members with technical contextual knowledge to attend the clarification meeting as the Tender Specifications and the Scope of service will be discussed in detail along with the expectations and possible amendments. It remains the tenderer's responsibility to comprehensively familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender.

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipal Credit Control offices, 53 Baring Street, Worcester, by **not later than 11h00 on Friday, 21 November 2025**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy, the Preferential Procurement Framework Act, the Preferential Procurement Regulation of 2022 and Council's Preferential Procurement Policy. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality
Private Bag X3046
WORCESTER

D. MCTHOMAS
MUNICIPAL MANAGER
SC 24/2025