



## **T07-2023/24: OFFICE SPACE FOR OVERSTRAND SUB-DISTRICT IN HERMANUS FOR A THREE (3) YEAR PERIOD**

Tenders are hereby invited from suitable service providers for office space for the Overstrand sub-district in Hermanus for a three (3) year period.

Enquiries regarding the specifications for this tender may be directed to Ms M Mukoma at 028 0085 347 or email: [mmukoma@odm.org.za](mailto:mmukoma@odm.org.za)

**A compulsory on site meeting will be held where the terms of reference and all questions and/or enquiries will be discussed and clarified. Only bids from those who attended the clarification meeting will be considered for evaluation.**

Date : Tuesday, 07 November 2023  
 Time : 11:00 am  
 Location : 15 Flower Street, Hermanus  
**NB. Any persons that are more than fifteen (15) minutes late, will not be allowed to join the clarification meeting.**

Tender documents and the banking details of the Overberg District Municipality are available from Ms C Reid at Tel: 028 050 0910 or e-mail: [creid@odm.org.za](mailto:creid@odm.org.za) or Mr J Harmse at Tel: 028 050 0961 or e-mail: [jharmse@odm.org.za](mailto:jharmse@odm.org.za). **A non-refundable fee of R400.00 (four hundred rand and zero cents) is payable for this tender.** The fee must be paid by an electronic payment (use company name and tender no. as reference)

Duly completed tenders must be placed in a sealed envelope endorsed “**T07-2023/24: OFFICE SPACE FOR OVERSTRAND SUB-DISTRICT IN HERMANUS FOR A THREE (3) YEAR PERIOD**”. The sealed envelopes **must** be placed in the tender box at the Municipal Offices situated at **26 Long Street, Bredasdorp, 7280** not later than **12:00 on Friday, 17 November 2023**. Tenders will be opened in public thereafter.

Tenders submitted by fax, e-mail, or received after the closing time and date shall not be accepted. Tenders may only be submitted on the prescribed official document.

Overberg District Municipality shall apply its Municipal Supply Chain Management Policy as adopted in terms of section 111 of the Local Government Municipal Finance Management Act, 2003 (Act No 56 of 2003) and the relevant regulations. Tenders will be evaluated according to the criteria and weight of the 80/20 procurement system. Bidders must submit a valid Tax Compliance status PIN, issued by the South African Revenue Services.

The Overberg District Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA). Bidders agree that their personal information may be recorded and processed by the municipality.

It is the prerogative of the municipality not to accept the lowest, a part of or any tender at all.

**RICHARD BOSMAN  
 MUNICIPAL MANAGER**