

TENDER NOTICE AND INVITATION TO TENDER

Tenders are hereby invited for the **Appointment of a Service Provider for the Preparation and Writing of Job Descriptions for New and Existing Positions.**

Tenders word hiermee ingewag vir die **Aanstelling van 'n Diensverskaffer vir die Voorbereiding en Opstel van Posbeskrywings vir Nuwe en Bestaande Poste.**

Completed tenders in a sealed envelope, clearly marked:

Voltooide tenders in 'n verseëelde koevert, duidelik gemerk:

Tender No. GMT059/25-26 must be placed in the tender box at the George Municipality on the **Fifth Floor**, Directorate: Financial Services, Supply Chain Management, Civic Centre, 71 York Street, George by no later than **12:00 on Friday, 21 August 2026**. Tenders will be opened on the same day in the Committee Room at 12:05. Late or unmarked tenders will not be considered. No posted tenders or tenders per fax or e-mail will be accepted.

Tender Nr. GMT059/25-26 moet voor **Vrydag, 21 Augustus 2026** om **12:00** in die tender bus by die George Munisipaliteit op die **Vyfde Vloer**, Direkoraat: Finansiële Dienste, Voorsieningskanaal Bestuursenheid, Burgersentrum, Yorkstraat 71, George geplaas word. Tenders sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per pos, faks of e-pos sal aanvaar word nie.

Tender documents are available at a **non-refundable deposit of R309.35 each** from the Supply Chain Management Unit, **Fifth Floor**, Civic Centre, 71 York Street, George.

Tender dokumente is verkrygbaar teen 'n **R309.35 nie-terugbetaalbare deposito** elk by die Voorsieningskanaal Bestuursenheid op die **Vyfde Vloer**, Burgersentrum, Yorkstraat 71, George.

Tender documents are available on the George Municipality's website: www.george.gov.za, free of charge.

Tender dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: www.george.gov.za.

Tenders will be evaluated and awarded as follows:

Tenders sal as volg ge-evalueer en toegeken word:

Phase 1: Administrative Compliance and Mandatory Requirements as per tender specifications.

Fase 1: Administratiewe Nakoming en Verpligte Vereistes soos per tender spesifikasies.

Phase 2: Functionality Criteria

Only tenderers scoring a minimum of 60 points out of 100 in this stage will be further considered for evaluation in Phase 3.

Fase 2: Funksionaliteit Kriteria

Slegs tenderaars wat 'n minimum van 60 uit 100 punte behaal in hierdie fase, sal verder vir evaluering oorweeg word vir Fase 3.

Phase 3: Price, B-BBEE and Specific Goals:

Tenders will be evaluated and awarded in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2022; the George Municipality's Supply Chain Management Policy as well as the George Municipality's Preferential Procurement Policy, where 80 points will be scored for price and 20 points for B-BBEE status and Specific Goals.

Fase 3: Prys, B-BBEE en Spesifieke Doelwitte:

Tenders sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrigingsbeleid (Wet 5 van 2000) Regulasies 2022; die George Munisipaliteit se Voorsieningskanaalbestuursbeleid sowel die George Munisipaliteit se Voorkeurverkrigingsbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status en Spesifieke Doelwitte toegeken sal word.

For more information, contact Mr. Micheal Eksteen / Mr. Bevan Cassim at (044) 801 9128 / (044) 801 9365 or mceksteen@george.gov.za / bcassim@george.gov.za.

Vir verdere inligting, kontak Mnr. Micheal Eksteen / Mnr. Bevan Cassim by (044) 801 9128 / (044) 801 9365 of mceksteen@george.gov.za / bcassim@george.gov.za.

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the lowest or any tender.

Die Munisipaliteit behou die reg voor om enige versoek vir 'n tender terug te trek en/of te her-adverteer of enige tender te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige tender te aanvaar nie.

An alternative bidder may be appointed

'n Alternatiewe tenderaar mag aangestel word.

A TCS PIN for bidders' tax compliance information must be submitted with the tender document.

'n "TCS PIN" vir tenderaars se belasting nakoming inligting moet ingesluit wees by die tender dokument.

It will be required from the successful bidder to register on the Central Supplier Database (CSD).

Dit sal van die suksesvolle tenderaar verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.

**MR. B ELLMAN
ACTING MUNICIPAL MANAGER
GEORGE MUNICIPALITY
GEORGE
6530**

**MNR. B ELLMAN
WAARNEMENDE MUNISIPALE BESTUURDER
GEORGE MUNISIPALITEIT
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