

**MOSSEL BAY MUNICIPALITY
INVITATION TO TENDER**

CLOSING TIME: 12:00

CLOSING DATE: 19 AUGUST 2022

**TDR284/2022/2023: SCREENING AND VERIFICATIONS PERSONAL CREDENTIALS OF PROSPECTIVE
CANDIDATES OR CANDIDATES RECOMMENDED FOR APPOINTMENT AT THE MOSSEL BAY MUNICIPALITY**

Tenders are hereby invited to conduct personal verification and related services in terms of the Recruitment Policy and Employment of Senior Manager in terms of Government Gazette No. 37245 of 17 January 2014 for the Mossel Bay Municipality for a period ending 30 June 2025.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Ms. Nadine Bouwer at telephone (044) 606-5108 or e-mail to nbouwer@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Juanita Schutte at telephone (044) 606-5198 or e-mail to jschutte@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264 per set from Ms Juanita Schutte who may be contacted at telephone (044) 606-5198 **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge (follow the procurement-link). Payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** prior to collecting the tender document and proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, 2nd Floor, Municipal Main Building, 101 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12:00 on Friday, 19 August 2022** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

The tender is subject to functionality criteria.

Bids will be evaluated on the following functionality criteria and bids that score less than 54 out of 76 points, will be considered as not responsive:

Pre-evaluation criteria and weight for each panel:

1. Existence of company or legacy companies carrying a weight of 10 points.
2. Relevant experience of company or legacy companies carrying a weight of maximum 10 points.
3. Current or previous contracts for verification of similar services (past 5 years) carrying a weight of 10 points.
4. Level of experience of Project Team Leader carrying a weight of 10 points.
5. Local Government client list/references (past 5 years) carrying a weight of 10 points.
6. System Functionality carrying a weight of 26 points.

The tender will be evaluated on the 80/20 or 90/10 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

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.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

MR C PUREN
MUNICIPAL MANAGER