

**MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISIPALITEIT**

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 🌐 [www.matzikamamunicipality.co.za](http://www.matzikamamunicipality.co.za)

**TENDER NOTICE AND INVITATION TO BID**

	NOTICE NO: <b>K41:2024-2025</b>	DEPARTMENT	<b>FINANCIAL SERVICES</b>
ADVERTISED IN	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, Burger, E-portal,		
BID NO:	<b>T23:2024-2025</b>	PUBLISHED DATE:	<b>23 May 2025</b>
Bids are hereby invited for (Tender Description)	<b>PRINTING &amp; SENDING OF MONTHLY MUNICIPAL ACCOUNTS</b>		
Closing Time and Date	No later than <b>12H00</b>	On the Date	<b>23 June 2025</b>
Bids will be opened immediately after closing, in public at the Council Chambers of Matzikama Municipality, 37 Church Street, Vredendal.			

**AVAILABILITY OF BID DOCUMENTS**

Printed copies of the Tender Documents will be available weekdays from 09h00 until 16h30, at Matzikama Municipality: Supply Chain Management Unit, 37 Church Street, Vredendal at a non-refundable fee, payable to a cashier at Matzikama Municipality at the afore mentioned address. The fee may also be transferred via EFT (Matzikama Municipality, Current Account – 082451885 Standard Bank, Vredendal, Branch Code - 051001). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee.

Date Available	23 May 2025	Non-refundable Documentation Fee:	R150
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**BID RULES**

- Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the Supply Chain Management Unit, Matzikama Municipality, 37 Church Street, Vredendal. No late, faxed or emailed tenders will be accepted.
- Bids may only be submitted on the bid documentation issued by the Municipality.
- The Matzikama Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.
- Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Online registration to be completed on the CSD registration platform, website <https://secure.csd.gov.za>.
- 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 is not bound to accept the highest or any tender.

Tenders shall be evaluated in terms of the Matzikama Municipality Supply Chain Management Policy and the Preferential Procurement Regulations, 2022.

Bidders may claim preference points in terms of their B-BBEE status level of contribution.

Preferential Procurement Point System Applicable	80/20	Local Content Requirement	n/a
Compulsory Site meeting:	NO	Validity Period	90 days
<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO</b> <b>Mrs Arina Cilliers</b> <b><a href="mailto:arinac@matzikama.gov.za">arinac@matzikama.gov.za</a></b>		<b>BIDDING PROCEDURE REQUIREMENTS MAY BE DIRECTED TO:</b> <b>Mrs A Lott – <a href="mailto:antheal@matzikama.gov.za">antheal@matzikama.gov.za</a></b> <b>Ms M Luke – <a href="mailto:monalisal@matzikama.gov.za">monalisal@matzikama.gov.za</a></b>	
Section	<b>FINANCIAL SERVICES</b>	Section	<b>SUPPLY CHAIN MANAGEMENT</b>
Contact Person	<b>Mrs Arina Cilliers</b>	Contact Person	<b>Mr Mervin Koenana</b>
Tel:	<b>E-mail Enquiries Only</b>	Tel:	<b>E-mail Enquiries Only</b>
E-mail	<b><a href="mailto:arinac@matzikama.gov.za">arinac@matzikama.gov.za</a></b>	E-mail	<b><a href="mailto:mervink@matzikama.gov.za">mervink@matzikama.gov.za</a></b>

Authorised by:

**MR LJ PHILLIPS**  
**MUNICIPAL MANAGER**