



NOTICE T50/24/25

BILL PAYMENT RECEIPTING SERVICES FOR SWARTLAND MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2028

Swartland Municipality awaits quotations from suitably experienced service providers for Bill Payment Receipting Services for Swartland Municipality for the Period Ending 30 June 2028, as specified in the official bid documentation.

The documents can be obtained from Jo-Maré van der Westhuizen at (022) 487-9700 or vanderwesthuizenj@swartland.org.za during normal office hours at the Municipal Offices, Kerk Street, Malmesbury. A non-refundable cash fee of **R170.00** is payable to Swartland Municipality for collection of **hard copy** tender documents. The tender document is available in electronic format on request, at no charge.

A **Compulsory Clarification Meeting** with representatives of the Employer will take place at the Board Room, Municipal Offices, Swartland Municipality, corner of Kerk and Hill Street (old Nedbank building), Malmesbury on **Tuesday 20 May 2025, at 10:00** (Registration closes at 10:05).

Quotations and all relevant documentation in a sealed envelope, clearly marked “**Tender T50/24/25 – Bill Payment Receipting Services**” must be deposited in the tender box at the Municipal Head Offices, on the cnr of Kerk and Voortrekker Street Malmesbury, before **12h00 on Friday 13 June 2025**. **No late quotations, electronic or faxed tenders will be accepted.**

Bids will be evaluated in accordance with the Council's Preferential Procurement Policy and the attached specifications. The 80/20-preference point system will be used for the evaluation of the contract. The Preferential Procurement Policy will be available for perusal during normal office hours at the municipal offices. The Swartland Municipality endorses and supports the Government's Black Economic Empowerment Programme and is committed to rectify the inequalities of the past. For bidders to qualify for the advantages of the B-BBEE Act, they must thoroughly complete the attached Annexure MBD 6.1. **There will be no benefits if the schedule is not thoroughly completed. Preference points MUST also be claimed in paragraph 6.1.** Bidders are required to submit **original and valid B-BBEE Status Level Verification Certificates or certified copies** thereof together with their bids, to substantiate their B-BBEE rating claims. **Bidders are also required to submit Proof of Locality in order to claim points for locality.** This Bid is subject to the General Conditions of Tender and if applicable, any other Special Conditions of Tender. Swartland Municipality is not obliged to accept the lowest, any part of a bid or a bid.

Technical enquiries regarding this tender may be directed to Mr Louwrence Lesch at 022-487 9400.

**Municipal Offices
MALMESBURY
9 May 2025**

**JJ SCHOLTZ
MUNICIPAL MANAGER**