

## SWELLENDAM MUNICIPALITY



### QUOTATION NOTICE

**QUOTATION NO: SMQ39/23/24**

#### **PROVISION OF ADVISORY SERVICES IN RESPECT OF COUNCILLOR DISCIPLINARY PROCESS**

Official quotation documents and specifications are obtainable from Mr. K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam) on tel: [028-5148500](tel:028-5148500) or email [scm@swellendam.gov.za](mailto:scm@swellendam.gov.za) from **22 February 2024**.

Any technical enquiries can be made to Ms. A. Vorster at tel. no. 028-5148500 or e-mail: [anneleenv@swellendam.gov.za](mailto:anneleenv@swellendam.gov.za)

Quotations must be submitted in a sealed envelope and must be clearly marked with the respective number and description. Quotations must be placed in the Municipal Quotation Box before 11h00 on **01 March 2024**, situated at the **Supply Chain Management Offices**, 11 Lind Street, Swellendam. Quotations may only be submitted on the prescribed documents and must include a valid Tax Compliance Status **PIN** as issued by **SARS**.

Late quotations and quotations received by E-Mail or Facsimile will not be considered. Quotations will be evaluated and adjudicated in accordance with the Swellendam Municipality's Preferential Procurement Policy and its Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a quotation in full or a part thereof.

#### **Special conditions of bid:**

- Bidders are required to have a Post graduate LAW degree, with experience in labour and government law.
- Bidders are required to provide proof of 5 years legal experience in Code of Conduct disciplinary processes for Councillors with extensive hands-on experience in local Government, specifically Municipal systems and procedures.
- Bidders are required to provide CV's with contactable references.

#### **Please Note:**

- Quotation / Quotation box is open 24/7. Standard size of opening is: 10cm high and 33cm wide;
- All Technical inquiries **MUST** be in writing to the responsible official on this advert;
- No inquiries will be handled on the last **Two** (2) days before closing.

Bids shall remain valid for a sixty (60) day period calculated from the bid closing date.

**A VORSTER**  
**MUNICIPAL MANAGER**  
**P.O. BOX 20**  
**SWELLENDAM, 6740**  
**Notice No. T19 /2024**