

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 from **22 February 2024**.

Any technical enquiries can be made to Ms. A. Vorster at tel. no. 028-5148500 or e-mail: anneleen@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