

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 20 JANUARY 2023

TDR366/2022/2023: RENDERING OF A PERSONNEL PROVISION SERVICE

Tenders are hereby invited for the rendering of a personnel provision service to the Mossel Bay Municipality for the period 1 July 2023 to 30 June 2026.

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 Mr Henry Williamson at telephone (044) 606-5201 or e-mail at hwilliamson@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Juanita Schutte at telephone (044) 606-5198.

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. 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, 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 12h00 on Friday, 20 January 2023** 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 pre-evaluated on the following functionality criteria and bids that score less than 36 out of 45 points will be considered as non-responsive:

Functionality criteria and weight:

1. Similar experience of Company (or JV) carrying a weight of 15 points.
2. References related to similar experience carrying a weight of 15 points.
3. Locality carrying a weight of 15 points.

Responsive bids 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**