

**MOSSEL BAY MUNICIPALITY  
INVITATION TO TENDER**

**CLOSING TIME: 12:00**

**CLOSING DATE: 3 JUNE 2022**

**TDR314/2021/2022: APPOINTMENT OF CONVEYANCING, ADMINISTRATION OF DECEASED ESTATES, DEBT  
COLLECTION AND ADVICE/LITIGATION PANELS FOR MOSSEL BAY MUNICIPALITY**

Tenders are invited from service providers for the appointment of conveyancing, administration of deceased estates, debt collection and advice/litigation panels for Mossel Bay Municipality for the period ending 30 June 2025.

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 Ms Yolande van der Berg at telephone (044) 606-5109 or e-mail to [yvanderberg@mosselbay.gov.za](mailto:yvanderberg@mosselbay.gov.za). Enquiries pertaining to the completion of the documents can be addressed to Ms Juanita Schutte at telephone (044) 606-5198 or e-mail to [jschutte@mosselbay.gov.za](mailto:jschutte@mosselbay.gov.za).

A set of tender documents can be obtained at a non-refundable cost of R378.91 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](http://www.mosselbay.gov.za) free of charge (follow the procurement-link). 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, Plaza Aquada Building, 55 Marsh Street, Mossel Bay.

**A compulsory online briefing meeting will take place at 14h00 on Wednesday, 11 May 2022 via Microsoft Teams. All potential bidders interested in bidding and who will attend the online briefing meeting via Microsoft Teams must send their details (Company Name, e-mail address and cell phone number, contact person) to [jschutte@mosselbay.gov.za](mailto:jschutte@mosselbay.gov.za) before 10h00 on the day of the briefing meeting. Only bidders that indicated attendance will be invited to the arranged Teams meeting. The minutes of the briefing meeting and all questions and answers will be forwarded to all potential bidders and be published on the Municipality's website at [www.mosselbay.gov.za](http://www.mosselbay.gov.za).**

**PLEASE ENSURE THAT ALL PARTNERS OF A JOINT VENTURE ATTEND THIS COMPULSORY MEETING AS A FAILURE TO ATTEND THE MEETING WILL RESULT IN THE BID BEING NON-RESPONSIVE.**

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 12:00 on Friday, 3 June 2022** 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 evaluated on the following functionality criteria and bids that score less than 80 out of 100 points, for each of the four (4) areas, will be considered as not responsive:

Pre-evaluation criteria and weight for each panel:

1. Experience of the bidder (Firm) in the field carrying a weight of 25 points.
2. Experience of the bidder (Firm) in the Local Government environment carrying a weight of maximum 15 points.
3. Experience of support staff carrying a weight of 15 points.
4. Experience of person(s) accountable dealing to Municipality carrying a weight of 25 points.
5. Locality carrying a weight of 20 points.

The tender 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**