

Hessequa Municipality

**TENDER INVITATION**

**CLOSING TIME: 12:00**

**CLOSING DATE: 17 APRIL 2025**

**HES-GEN 01/2425: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF INTERNAL AUDIT SERVICE AND AD HOC INVESTIGATIONS FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)**

Tenders are hereby invited for **THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF INTERNAL AUDIT SERVICE AND AD HOC INVESTIGATIONS FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)**.

Tenders must be submitted on the original documents and remain valid, irrevocable and open for acceptance by the Municipality at any time for a period of 120 days after the closing date (refer to section 1.2.3 in the tender document). Enquiries about the specifications of the tender may be addressed to Mr. Jan Oosthuizen at telephone (028) 713 8092 or by e-mail to [jan@hessequa.gov.za](mailto:jan@hessequa.gov.za). Enquiries about the completion of the document can be addressed to Ms Leanne Windvogel at telephone (028) 713 8087 or by e-mail to [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za).

A set of tender documents can be obtained at a non-refundable price of R200.00 per set from Ms Leanne Windvogel whom may be contacted at telephone (028) 713 8087 or e-mail [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za). Payments must be made by cash or bank deposit payable to the Hessequa Municipality. Bank account details are: Account Holder: Hessequa Municipality, Bank: First National Bank, Account number: 5357 1024 174, Branch: Riversdale, Branch code: 200313, reference number: **HES-GEN 01/2425**. The tender document is also available in electronic format and may be e-mailed to interested service providers.

Tender documents are available during office hours on Monday to Thursday from 07:45 – 16:30, on Wednesday from 08:00 – 16:30 and Friday 07:45 – 15:30 at the Supply Chain Management Offices in Riversdale.

The fully completed original tender document, in each individually sealed envelope, must be deposited in the **tender box on the ground floor at the Hessequa Municipality – Absa Building, Corner of Dickson and Church Street, Riversdale by not later than 12:00 (GMT+2) on THURSDAY, 17 APRIL 2025**. The envelope must be endorsed clearly on the outside with the number, title and closing date of the tender as above.

The tender box will be emptied just after 12:00 on the closing date after which all bids will be opened in public. Late bids or bids submitted by e-mail or fax will under no circumstances be accepted.

Questions regarding the tender may be sent to [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za) until 10 days before closing time of tender. Answers will be formulated and distributed to each tenderer who purchased a tender document or who attended the compulsory clarification meeting (if applicable).

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2022 and the Hessequa Municipality's Supply Chain Management Policy, for which 80 points will be allocated in respect of price, 10 points in respect of B-BBEE contribution, and 10 points for Locality.

**Functionality criteria, as set out below, will be assessed and scored as prescribed by SCM Policy section 3.1.2.12 and a minimum threshold of 80 points out of 100 points applies. A tender that fails to meet the minimum functionality threshold will be regarded as an unacceptable tender.**

**A compulsory clarification meeting will be held on WEDNESDAY, 02 APRIL 2025 at 10:00 via Microsoft Teams. Please send an e-mail to [leanne@hessequa.gov.za](mailto:leanne@hessequa.gov.za) for the link of the meeting.** For further information contact Mr. Jan Oosthuizen at 028 713 8092. All enquiries regarding the tender documents may be addressed to Ms. Leanne Windvogel at (028) 713 8087.

The Municipality reserves the right to withdraw any invitation for tenders 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 bid or award a contract to the bidder scoring the highest number of points.

**It is expected of all prospective service providers who are not yet registered on the CSD to register without delay. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the CSD.**

**Important note: a valid original tax clearance certificate, B-BBEE certificate and certified copies of directors and owner's identities must be submitted with the documentation.**

**A.S.A DE KLERK  
MUNICIPAL MANAGER**