



**BEAUFORT WEST MUNICIPALITY
DEPARTMENT OF CORPORATE SERVICES**

**NOTICE No. 140/2023
BID No.: SCM 10/2024**



**CONSULTANT FOR THE RECRUITMENT AND SELECTION PROCESS FOR THREE SENIOR
MANAGER POSITIONS (SECTION 54(A) AND 56)**

The BEAUFORT WEST MUNICIPALITY hereby invites service providers to submit written quotations to assist with the recruitment and selection process of the appointment of Municipal Manager and two (2) Senior Managers reporting directly to a Municipal Manager for Beaufort West Municipality in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

Enquiries regarding the scope of works may be directed to Mr. A.C. Makendlana at Tel. No. 023-414 8104 or via e-mail at amos@beaufortwestmun.co.za. The formal quotation documents are available at the Offices of the Supply Chain Management Unit, Sanlam Building, 112 Donkin Street, BEAUFORT WEST and is also available electronically from Mrs C. Els- Chalmers at courtneye@beaufortwestmun.co.za or sidwillm@beaufortwestmun.co.za.

A non-refundable fee of **R150.00** (One hundred and Fifty Rand), is payable for a set of printed documents. The fee must be deposited into the account of the **Beaufort West Municipality** at **NEDBANK**, Branch Code: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **SCM 10/2024** and quotation documents will be made available upon submission of proof of payment. **Electronic documents will be free of charge.**

Sealed formal quotations, marked: **"SCM: 10/2024: CONSULTANT FOR THE RECRUITMENT AND SELECTION PROCESS FOR THREE SENIOR MANAGERS POSITIONS (SECTION 54(A) AND 56)** must be addressed to the Acting Municipal Manager and placed in the tender box at the Office of Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on FRIDAY, 08 SEPTEMBER 2023**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room at the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail, bids not completed in ink by hand and late bids will not be accepted. The lowest, only or any bid shall not necessarily be accepted and Beaufort West Municipality reserves the right to accept any part of the bid.

The bid must be valid for a period of 120 (one hundred and twenty) days after the closing date. The bid will be subject to Council's Supply Chain Management Policy, Preferential Procurement Policy, the Preferential Procurement Policy Framework Act, and the Preferential Procurement Regulations, 2022. Points will be allocated for the following specific goals: (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and (b) promotion of enterprises located in the municipal area (WC053).

It is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing the prescribed form. Application forms are obtainable on Central Supplier Database website at www.csd.gov.za.

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

D. Welgemoed
Acting Municipal Manager

25 August 2023