

MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISIPALITEIT

Posbus/PO Box 98, Kerkstraat 37 Church Street, Vredendal, 8160
 ☎ (027) 201 3300 📠 (027) 213 3238 @ Headoff@matzikama.gov.za
 🌐 www.matzikamamunicipality.co.za

**TENDER NOTICE AND INVITATION TO BID**

	NOTICE NO:	K10:2023-2024	DEPARTMENT	CORPORATE SERVICES
ADVERTISED IN	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, DIE BURGER AND E-PORTAL			
BID NO:	T8:2023-2024		PUBLISHED DATE:	25 August 2023
Bids are hereby invited for (Tender description)	APPOINTMENT OF A PANEL OF LEGAL PRACTICIONERS FOR THE RENDERING OF LEGAL SERVICES FOR A THREE (3) YEAR PERIOD			
Closing Time and Date	No later than 12H00		On the Date	27 September 2023
Bids will be opened immediately thereafter, in public at the Council Chambers of Matzikama Municipality, 37 Church Street, Vredendal.				

AVAILABILITY OF BID DOCUMENTS

Printed copies of the Tender Documents will be available weekdays from 08h00 until 17h00, at Matzikama Municipality: Supply Chain Management Unit, 37 Church Street, Vredendal at a non-refundable fee, payable to a cashier at Matzikama Municipality at the aforementioned address. The fee may also be transferred via EFT (**Matzikama Municipality, Current Account – 082451885 Standard Bank, Vredendal, Branch Code - 051001**). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee.

Date Available	25 August 2023	Non-refundable Documentation Fee:	R150
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BID RULES

- Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the Supply Chain Management Unit, Matzikama Municipality, 37 Church Street, Vredendal. No late, faxed or emailed tenders/formal quotations will be accepted.
- Bids may only be submitted on the bid documentation issued by the Municipality.
- The Matzikama Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.
- Bidders who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Online registration to be completed on the CSD registration platform, website <https://secure.csd.gov.za>.
- 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.
- Comply with OHS Standards and requirements where applicable.

Tenders shall be evaluated in terms of the Matzikama Municipality Supply Chain Management Policy and the Preferential Procurement Regulations, 2022.

Bidders may claim preference points in terms of their B-BBEE status level of contribution.

Preferential Procurement Point System Applicable

80/20 | Validity Period | 90 days

Site Meeting/Information Session

No

TECHNICAL ENQUIRIES MAY BE DIRECTED TO
Mr Anthony SWARTZ
anthonys@matzikama.gov.za

BIDDING PROCEDURE REQUIREMENTS MAY BE
 DIRECTED TO:
Mrs A Lott – antheal@matzikama.gov.za
Mr E Christaan – scm2@matzikama.gov.za

Section	CORPORATE SERVICES
Contact Person	Mr Anthony SWARTZ
Tel:	E-mail Enquiries Only
E-mail	anthonys@matzikama.gov.za

Section	SUPPLY CHAIN
Contact Person	Mr Mervin Koenana
Tel:	E-mail Enquiries Only
E-mail	mervink@matzikama.gov.za

Authorised by:

MR LJ PHILLIPS
ACTING MUNICIPAL MANAGER