

MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISIPALITEIT

Posbus/PO Box 98, Kerkstraat 37 Church Street, Vredendal, 8160
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 🌐 www.matzikamamunicipality.co.za

**TENDER NOTICE AND INVITATION TO BID**

TENDER NOTICE AND INVITATION TO BID				
	NOTICE NO:	K04:2025-2026	DEPARTMENT	CORPORATE SERVICES
ADVERTISED IN	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, Burger, E-portal,			
BID NO:	T04:2025-2026	PUBLISHED DATE:		1 August 2025
Bids are hereby invited for (Tender Description)	APPOINTMENT OF A SERVICE PROVIDER FOR A FULLY INTEGRATED PAYROLL, HUMAN CAPITAL AND TIME AND ATTENDANCE SOLUTIONS FOR A PERIOD OF 3 YEARS			
Closing Time and Date	No later than 12H00		On the Date	1 September 2025
Bids will be opened immediately after closing, 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 09h00 until 16h30, 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 afore mentioned 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	1 August 2025	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 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.
- Tenderers 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. The Municipality is not bound to accept the highest or any tender.
- 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 and specific goals.

Preferential Procurement Point System Applicable	80/20	Validity Period	90 days
Compulsory Site meeting:	None		

TECHNICAL ENQUIRIES MAY BE DIRECTED TO

Mr Roberto Cloete
robertoc@matzikama.gov.za

BIDDING PROCEDURE REQUIREMENTS MAY BE DIRECTED TO:

Mrs A Lott – antheal@matzikama.gov.za
Ms M Luke – monalial@matzikama.gov.za

Section	CORPORATE SERVICES	Section	SUPPLY CHAIN MANAGER
Contact Person	Mr Roberto Cloete	Contact Person	Mrs H Meyer
Tel:	E-mail Enquiries Only	Tel:	E-mail Enquiries Only
E-mail	robertoc@matzikama.gov.za	E-mail	heleenm@matzikama.gov.za

Authorised by:

MR LJ PHILLIPS
MUNICIPAL MANAGER