2. TENDER NOTICE & INVITATION TO TENDER

TENDER NO. BV1141/2026

RENDERING OF OFFICE CLEANING SERVICES FOR A PERIOD ENDING 30 JUNE 2029

The Breede Valley Municipalities invites tenders for the rendering of office cleaning services for a period ending 30 June 2029.

Only service providers who meet the eligibility criteria set out in the conditions of the tender, are encouraged to participate in this tender. Interested service providers can request or collect bid documents from the Supply Chain Management Offices, 51B Baring Street, Worcester. Documents are to be requested or collected as from Wednesday, 22 April 2026, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 – 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, payable by bank guaranteed cheque made out in favour of the Breede Valley Municipality, is required on collection of the bid documents. Cash deposits and EFT's will also be accepted. ***Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also available electronically upon request, free of charge, as the printing costs are for the bidder's own account.***

ELIGIBILTY CRITERIA

Only those service providers who satisfy the following eligibility criteria are eligible to submit tenders:

i. Who complies with the Compensation of Occupational Injuries and Disease Act (COIDA) (A valid etter of good standing from the Department of labour to be submitted with tender).

Failure to provide proof of the before-mentioned eligibility criteria will result in an automatic disqualification.

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mrs. A. Ben, at telephone number 023 348 2947 or e-mail address: aben@bvm.gov.za. Alternatively, the Acting SC Officer: Procurement, Mrs. Liezl Maritz, can be contacted at 023 348 2967 or emailed at lplaatjies@bvm.gov.za. Any enquiries regarding technical information shall be directed to the Occupational Health & Safety Officer, Mr. Edmund Scholtz which can be contacted at 023 348 4954 or emailed at escholtz@bvm.gov.za.

Bidders are requested to send electronic mails for any enquiries related to the bid to the Employer's representative, Ms. Heleine Potgieter, email hpotgieter@bvm.gov.za. Enquiries related to the bid, if necessary, by notifying the employer's representative at least ten (10) calendar days before the closing date stated in the tender. The employer's representative will respond to all enquiries related to the bid at least a week (seven calendar days) before the closing date. A schedule of the questions and answers will be circulated to ensure that all bidders receive the information.

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipality, Credit Control Offices, 53 Baring Street, Worcester, by not later than 11h00 on **22 May 2026**.Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy and the Preferential Procurement Framework Act. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality
Private Bag X3046
WORCESTER

D. MCTHOMAS
MUNICIPAL MANAGER
SC 10 /2026