

Laingsburg

Munisipaliteit

Munisipale-geboue
Privaatsak X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Faks No. (023) 5511 019



Municipality

Municipal Buildings
Private Bag X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Fax No. (023) 5511 019

E-pos / E-mail: scm@laingsburg.gov.za

NOTICE: 17 / 2024
TENDER: T09 - 2023 / 2024

**PROVISION OF ACCOUNTING SUPPORT SERVICES FOR A CONTRACT
PERIOD OF THREE (3) YEARS**

Laingsburg Municipality hereby invites tenders for Tender No. T09 - 2023 / 2024 - Provision of accounting services for a contract period of three (3) years.

Only tenders scoring a minimum of **75** out of **100** for functionality will be considered further for evaluation.

Completed tenders in a sealed envelope, endorsed with "**Tender T09 - 2023 / 2024 – Provision of accounting services for a contract period of three (3) years,**" must be placed in the tender box in the foyer between 08:00 – 15:00 at the Municipal Buildings, 02 Van Riebeeck Street, Laingsburg to reach the Municipal Manager no later than **12:00 p.m.** on **08 March 2024**, after which tenders will be opened in public.

Tenders may only be submitted on the prescribed tender documents, obtainable from **12 February 2024**, starting at 08:00 at Laingsburg Municipality, 02 Van Riebeeck Street, Laingsburg, 6900 during office hours (08:00 – 15:00).

A compulsory briefing session will be held at **10:00 a.m.** on **Tuesday, 20 February 2024** via **Microsoft Teams**. Bidders must register for the link to the virtual meeting prior to the meeting date and time by sending an email to kjgertse@laingsburg.gov.za.

Tenderers must be represented at the compulsory briefing session by suitably qualified and experienced person who would be able to comprehend the implications of the work involved. The representative must be an employee of the tenderer. No representative at the meeting may represent more than one tenderer.

Prospective bidders must join the meeting via a link that will be provided 10 (ten) minutes before the start of the meeting, and no one will be allowed to enter the meeting after 15 (fifteen) minutes or more after the advertised time of the meeting has started. Prospective bidders are requested to take the necessary precautionary measures in case their area might be affected by loadshedding.

A non-refundable participation fee of **R 500.00 (Five Hundred Rand)** will be applicable. The participation fee must be deposited into the account of the Laingsburg Municipality at **Standard Bank**, Branch Code **51108**, Account Number **203 247 663**. The reference number for confirmation of payment is **T09-2023/2024 - Company Name**.

Proof of payment of the participation fee should accompany your tender document at submission. For enquiries specific to this matter, kindly contact to Odette Noble at scm@laingsburg.gov.za.

The **bid must be valid for a period of 120 days** after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy is as follows:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

The successful tenderer must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on www.csd.gov.za

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal tender, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

Telegraphic, telephonic, facsimile, emailed, and late bids will not be accepted.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO. 40553 DATED 20 JANUARY 2017).

Queries relating to this tender may be addressed to:

<u>Technical Queries</u> Mr Gert Bothma Tel: (023) 55 11 019 gsbothma@laingsburg.gov.za	<u>Supply Chain Management Queries</u> Mr Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za	<u>Document Queries</u> Mr Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za
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J BOOYSEN
MUNICIPAL MANAGER

07 FEBRUARY 2024