



## TENDER NOTICE AND INVITATION TO TENDER

**CLOSING TIME: 13:30**

**CLOSING DATE: 15 NOVEMBER 2022**

**TENDER 190 / 2022: PROVISION OF ACCOUNTING SUPPORT SERVICES FOR A CONTRACT PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.**

Prince Albert Municipality hereby invites tenders from service providers for the provision of Accounting Support Services for a contract period of three (3) years, for the Prince Albert Municipality. Tender Documents are available at no charge from the Prince Albert Municipality Website at [www.pamun.gov.za](http://www.pamun.gov.za) (Website navigation is as follow: Procurement, Tenders available). Tender documents will be available from 18 October 2022.

Alternatively, a set of tender documents is available at a non-refundable cost of R 100.00 (VAT Included), payable in cash at the cashiers at the Prince Albert Municipality's Financial Building (Thusong Centre, Adderley Street, Prince Albert) or EFT deposit in favour of the Prince Albert Municipality ABSA Bank, Account number 2640-5600-64 Reference: T190/2022 and company name.

Enquiries relating to the tender documents and bidding procedure may be addressed to: [scm@pamun.gov.za](mailto:scm@pamun.gov.za). A compulsory tender clarification meeting will be held at the Prince Albert Municipal Council Chambers (33 Church Street, Prince Albert, 6930) on 26 October 2022 at 10h00. No bids will be accepted from bidders who did not attend the compulsory clarification meeting.

The closing time for submission of bids is **13h30 on Tuesday 15 November 2022**. Bids must be sealed in an envelope clearly marked with the bid number and title given above and placed in the **bid box at the Municipal Finance Building (Thusong Centre, Adderley Street, Prince Albert)**, on or before the mentioned time and latest date. **Telephonic, facsimile, e-mail and late bids will not be accepted.** Bids must remain valid for a period of ninety (90) days after the closing date of the bid.

Bids will be opened on the same day at the Finance Building (Thusong Centre) at 13h30. Late or unmarked bids will not be considered.

**Bids may only be submitted on the bid documentation that is issued.**

**This bid is not subject to Local Production and Content.**

**The evaluation of this bid will be subject to functionality scoring.** Bidders must obtain a minimum functionality score of **80 out of 100 points (80%)** in order for the bid to be responsive. Bidders who do not meet the minimum functionality scoring as indicated, will be regarded as non-responsive.

Bids will be evaluated according to the **80/20** preference points system. The bids are subject to the Council's Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2017.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

**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).**

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Document

**MR. ALDRICK HENDRICKS  
ACTING MUNICIPAL MANAGER  
15 October 2022**