



**BEAUFORT WEST MUNICIPALITY  
DEPARTMENT OF CORPORATE SERVICES**



**NOTICE No. 46/2024  
FORMAL QUOTATION No.: SCM 27/2024**

**FORMAL WRITTEN PRICE QUOTATIONS ARE HEREBY INVITED FOR APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE RECRUITMENT AND SELECTION PROCESS OF ONE (1) SENIOR MANAGER: COMMUNITY SERVICES (NOT SECTION 56 MANAGER) WHO REPORTS TO DIRECTOR COMMUNITY SERVICES, IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL STAFF REGULATIONS**

The BEAUFORT WEST MUNICIPALITY hereby invites service providers to submit written quotations to assist with the recruitment and selection process of the appointment of one (1) Senior Manager: Community Services (not section 56 manager) who reports to Director Community Services, in terms of Local Government: Municipal Staff Regulations.

Enquiries regarding the scope of works may be directed to Mr. A.C. Makendlana at Tel. No. 023-414 8104 or via e-mail at [amos@beaufortwestmun.co.za](mailto:amos@beaufortwestmun.co.za). The formal quotation documents are available at the Offices of the Supply Chain Management Unit, Sanlam Building, 112 Donkin Street, BEAUFORT WEST and is also available electronically from Mrs C. Els-Chalmers at [courtneye@beaufortwestmun.co.za](mailto:courtneye@beaufortwestmun.co.za) or [sidwillm@beaufortwestmun.co.za](mailto:sidwillm@beaufortwestmun.co.za)

A non-refundable fee of **R150.00** (One hundred and Fifty Rand), is payable for a set of printed documents. The fee must be deposited into the account of the **Beaufort West Municipality** at **NEDBANK**, Branch Code: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **SCM 27/2024** and quotation documents will be made available upon submission of proof of payment. **Electronic documents will be free of charge.**

Sealed formal quotations, marked: "**SCM: 27/2024: FORMAL WRITTEN PRICE QUOTATION ARE HEREBY INVITED FOR APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE RECRUITMENT AND SELECTION PROCESS OF ONE (1) SENIOR MANAGER: COMMUNITY SERVICES (NOT SECTION 56 MANAGER) WHO REPORTS TO DIRECTOR COMMUNITY SERVICES, IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL STAFF REGULATIONS**" must be addressed to the Municipal Manager and placed in the tender box at the Office of Supply Chain Management Unit at the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on MONDAY, 18 MARCH 2024**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room at the Supply Chain Management Unit at Sanlam Building, 112 Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail, bids not completed in ink by hand and late bids will not be accepted. The municipality is not bound to accept the lowest bidder and the Council reserves the right to accept any part of the bid or cancel the bid.

The bid must be valid for a period of 120 (One Hundred and Twenty) days after the closing date. The bid will be subject to Council's Supply Chain Management Policy, Preferential Procurement Policy, the Preferential Procurement Policy Framework Act, and the Preferential Procurement Regulations, 2023. Points will be allocated for the following specific goals: (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and (b) promotion of enterprises located in the municipal area (WC053). The 80/20 preference points system will be applicable.

It is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database, register without delay by completing the prescribed online registration forms which are obtainable on the CSD website [www.csd.gov.za](http://www.csd.gov.za). Bidders are further requested to ensure that all compliance documents are submitted with the original bid documents.

**Municipal Offices**  
112 Donkin Street  
**BEAUFORT WEST**  
6970

**D.E. WELGEMOED**  
**Municipal Manager**

**08 March 2024**