

2. TENDER NOTICE & INVITATION TO TENDER
TENDER NO. BV 1052/ 2024
PROFESSIONAL INTERPRETATION AND TRANSLATION SERVICES FOR THE PERIOD ENDING 30 JUNE 2027

The Breede Valley Municipalities invite tenders for the professional interpretation and translation services for the period ending 30 June 2027.

Only established, reputable service providers with a verifiable track record in the rendering of professional interpretation and translation services in the public sector with specific reference to council and IDP meetings as well as labour matters (hearings) 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 Friday, 19 April 2024, 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 cash deposits and EFT's. Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mr. Charlton Cupido, at telephone number 023 348 2947 or e-mail address: charlton@bvm.gov.za. Alternatively, the Supply Chain Officer: Procurement, Mr. Bells can be contacted at telephone number 023 348 2954 or e-mail address: wbell@bvm.gov.za. Any enquiries regarding technical information shall be directed to the the Acting Manager: Administration and Support Services, Mrs. Amsterdam who can be contacted at 023 348 2644 or e-mailed at vamsterdam@bvm.gov.za. Alternatively, the Chief Committees, Mrs. Apollis, can be contacted at telephone number 023 348 2805 or e-mailed at aapollis@bvm.gov.za.

A compulsory clarification meeting with representatives of the Employer will take place on **Tuesday, 30 April 2024**, starting time **11h00**. Prospective tenderers shall meet at the SCM boardroom, Supply Chain Building, 51B Baring Street, Worcester, GPS Coordinates: 33°38'37.23"S, 19°26'42.60"E. Persons arriving later than 11h15 will not be allowed into the meeting. Please note: The Municipality prefer that Senior Company Staff members or Project Managers attend the compulsory clarification meeting as the Tender Specifications and the Scope of Works will be discussed in detail along with the execution phase, expectations and possible amendments. It remains the tenderer's responsibility to comprehensively familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender. After the clarification meeting, all attendees shall be directed to the site location for the site visit.

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 Municipal Credit Control offices, 53 Baring Street, Worcester, by not **later than 11h00 on Friday, 24 May 2024**. 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 11/2024