



## TENDER NO. T10.24.25

### APPOINTMENT OF A PANEL OF LABOUR RELATIONS SERVICE PROVIDERS FOR A CONTRACT PERIOD ENDING 30 JUNE 2027

---

Tenders are hereby invited from seasoned and experienced labour relations consultants/practitioners with capacity to assist the Swartland Municipality in staff disciplinary matters, grievances and disputes as and when required, for a period until 30 June 2027.

The documents can be obtained from Jo-Maré van der Westhuizen at (022) 487-9700 or [vanderwesthuizenj@swartland.org.za](mailto:vanderwesthuizenj@swartland.org.za) during normal office hours at the Municipal Offices, Kerk Street, Malmesbury. A non-refundable cash fee of **R170.00** is payable to Swartland Municipality for collection of **hard copy** tender documents. The tender document is available in electronic format on request, at no charge.

Bids will be evaluated in accordance with the Council's Preferential Procurement Policy and the evaluation criteria contained in the bid documentation. The 80/20-preference point system will be used for the evaluation of the tender. The Preferential Procurement Policy will be available for perusal during normal office hours at the municipal offices.

The Swartland Municipality endorses and supports the Government's Black Economic Empowerment Programme and is committed to rectify the inequalities of the past. For bidders to qualify for the advantages of the B-BBEE Act, they must thoroughly complete the attached Annexure MBD 6.1. **There will be no benefits if the schedule is not thoroughly completed. Preference points MUST also be claimed in paragraph 6.1.** Bidders are required to submit **original and valid B-BBEE Status Level Verification Certificates or certified copies** thereof together with their bids, to substantiate their B-BBEE rating claims. Bidders are also required to submit **Proof of Locality** in order to claim points for locality.

The applicable tender documents, in a sealed envelope properly marked "**TENDER T10.24.25: APPOINTMENT OF A PANEL OF LABOUR RELATIONS SERVICE PROVIDERS**" must be deposited into the tender box at the municipal offices in 1 Kerk Street, Malmesbury by no later than **12:00 on Friday, 4 October 2024** after which the tenders will be opened and made public at the municipal offices on the same day.

Enquiries regarding specifications of this tender may be directed to Ms. Sunet de Jongh at 022-487 9400.

Late tenders will not be accepted and the Municipality will not be compelled to accept the lowest or any tender. The Municipality reserves the right to omit any part of the tender. Tenders by telephone, facsimile and e-mail will not be accepted.

**MUNICIPAL OFFICES  
PRIVATE BAG X52  
MALMESBURY  
7299  
30 August 2024**

**JJ SCHOLTZ  
MUNICIPAL MANAGER**