



**CENTRAL
SENTRAAAL** **KAROO**

**DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY
UMASIPALA WESITHILI SASE**

63 Donkin Street
Donkinstraat 63
Private Bag X560
Privaatsak X560
Ingxowa X560
BEAUFORT WES(T)/ BHOBHOFOLO
6970

iFaksi / Fax / Faks: 023 - 415 125
iFowuni / Tel: 023 - 449 100
E-mail: manager@skdm.co.za

ORGANISATIONAL REVIEW AND DESIGN OF STAFF STRUCTURE AND SETTING JOB DESCRIPTIONS / SET DELEGATIONS.

CKDM 15 – 2014/15

Tenders are invited for the review / design of the personnel structure of Central Karoo District Municipality, including the revision / drafting of the job descriptions of all the positions on the staff structure and a set of delegations regarding senior and other manager positions on the staff structure.

Detailed information regarding the tender documents are available during office hours. The physical address for collection of Tender documents is: **63 Donkinstreet, Beaufort West, 6970.** (opposite ABSA Bank)

Documents will be available from **Thursday, 30 April 2015.** A non-refundable deposit of **R100,00** is payable on collection.

The 80/20 preference points acquisition formula set out in the Regulations of PPPFA 2011 will be used to evaluate the tender. Points will be awarded to bidders for the procurement of their BBBEE status. Tenderers must submit an original and valid tax clearance certificate, issued by the South African Revenue Service, with the tender document. Also the companies municipal account and that of its Directors, not older than three months.

Canvassing of bid evaluations committee members or any officer in the service of the municipality is an ethical violation and may result in a tender is automatically disqualified.

Tenders must be valid for 90 days.

Queries relating to these specifications may be addressed to: Mr Nicola Nortjé at Tel: (023) 4491000, Fax: (023) 4151253 or manager@skdm.co.za. Documents is available from Ms L Strümpher .

Only tenders which comply with the Council's tender conditions and Supply Chain Management Policy will be accepted. VAT must be included in the tender price.

Tender in sealed envelopes, clearly marked "CKDM 15 – 2014/15 ORGANISATIONAL REVIEW" must reach the undersigned by not later than **12H00 on Friday, 15 May 2015**, when it will be opened in public at the offices of the Central Karoo District Municipality at the above mentioned address.

Council reserves the right not to accept any tender or part of it.

Telegraphic, telephonic, telex, facsimile, e-mail and late Tenders will not be accepted. Tenders may only be submitted on the Tender documentation that is issued.

S JOOSTE
Municipal Manager