



## **CEDERBERG MUNICIPALITY**

**TENDER NUMBER: CED 38/2022-2023**  
**NOTICE NO: 69/2023**

**APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE RECRUITMENT AND SELECTION PROCESS OF SECTION 56 / 57 MANAGERS AND VETTING / SCREENING OF OTHER APPLICANTS AND EMPLOYEES FROM DATE OF AWARD UNTIL 30 JUNE 2024**

Tenders are hereby invited for the abovementioned services.

Tender documents, in English, are obtainable from Thursday, 29 June 2023, at the reception of Cederberg Municipality, 2A Voortrekker Street, Clanwilliam, between 08:00 and 16:00 (Monday-Thursday) and Friday 08:00 -14:00 or from Melanie Koopman at tel.no. 027 482 8000 or [melaniek@cederbergraad.co.za](mailto:melaniek@cederbergraad.co.za) upon payment of a tender participation fee.

Payment of a non-refundable tender deposit of **R284.00** (VAT inclusive) is applicable. The amount must be deposited into the Cederberg Municipality's account at Standard Bank, Branch Code: 05-0106, Account No: 082 163 324. The reference number when doing payment is: CED 38/2022-2023 – Company Name. Proof of payment is necessary when collecting tender documents.

Tenders in sealed envelopes, endorsed with: **"TENDER NO. CED 38/2022-2023:"APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH THE RECRUITMENT AND SELECTION PROCESS OF SECTION 56/57 MANAGERS AND VETTING/SCREENING OF OTHER APPLICANTS AND EMPLOYEES FROM DATE OF AWARD UNTIL 30 JUNE 2024"** must be deposited in the Tender Box at the offices of the Cederberg Municipality, 2A Voortrekker Street, Clanwilliam. Bids may only be submitted on the bid documentation issued by Cederberg Municipality.

The closing date and time of the tender is on **14 July 2023** at **12:00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Clanwilliam Administration.

A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

The Municipality reserves the right to withdraw any invitation to tender, and/or to re-advertise or reject any tender, or to accept a part of it. The Municipality is not bound to accept the lowest or highest or any tender.

Please refer enquiries to Mr H Witbooi on telephone number 027 482 8000.

**G MATTHYSE**  
**MUNICIPAL MANAGER**  
**Cederberg Municipality**  
**Private Bag X2**  
**CLANWILLIAM 8135**