

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12:00

CLOSING DATE: 10 OCTOBER 2014

TENDER 19-14/15: THE PROVISION OF AN INTERNAL AUDIT SERVICE FOR THE MOSSEL BAY MUNICIPALITY

Tenders are hereby invited from registered professional auditors for the provision of an internal audit service for the Municipality for a period of three (3) years from the period 1 December 2014 to 30 November 2017.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Hennie le Roux at telephone (044) 606-5267. Enquiries pertaining to the completion of the documents can be addressed to Ms Juanita Schutte at telephone (044) 606-5198.

A set of tender documents can be obtained at a non-refundable cost of R174,00 per set from Ms Juanita Schutte at telephone (044) 606-5197 **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge (follow the procurement-link on the left hand side). Payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** prior to collecting the tender document and proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, Plaza Aquada Building, 55 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box on the Lower Ground floor (seaside) at the Mossel Bay Municipality Main Building, 101 Marsh Street, Mossel Bay by not later than 12:00 on Friday, 10 October 2014** or be mailed to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Bids will be pre-evaluated on following criteria and bids that score less than 32 out of 40 points will be considered as not responsive:

Pre-evaluation criteria and weight:

1. Project management methodology carrying a weight of 5 points.
2. Project governance framework carrying a weight of 5 points.
3. Relevant experience carrying a weight of 15 points.
4. Qualifications and level of experience of Project team carrying a weight of 15 points.

The tender will be evaluated on the 90/10 Preference Points system as prescribed by the Preferential Procurement Regulations, 2011.

Receipts will be issued on request only for tenders handed in during office hours from Mondays to Fridays. Receipts will not be issued for tenders placed in the tender box after hours or which are received by mail.

The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the Database.

DR M GRATZ
MUNICIPAL MANAGER