

**TENDER INVITED FOR SUPPLIES, SERVICES AND DISPOSALS**
**Dept of Local Government**

Description	Required at	Tender / Bid No.	Closing Date & Time
<p><b>THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW AND ALIGN THE ORGANISATIONAL STRUCTURES OF FOUR (4) DIFFERENT CAPACITY MUNICIPALITIES (HIGH, MEDIUM, LOW), ACCORDING TO THE PROTOTYPE STRUCTURE PROPOSED IN THE MUNICIPAL STAFF REGULATIONS PROMULGATED AS GN.R890, PUBLISHED IN GG 45181 DATED 20 SEPTEMBER 2021, EFFECTIVE 01 JULY 2022.</b></p> <p>and requirements will be held on the Microsoft Teams online platform on 03 October 2022. Attendees will be allowed access to the meeting from 10h30 with the Chairperson closing access at 11h00 whereafter the session will commence. Prospective service providers must indicate their intention of attending the compulsory virtual briefing session by sending an email to lg.finance@westerncape.gov.za with the reference number: LG-01 2022-2023 stated in the subject line of such emails before or on 29 September 2022 by 16h00 latest. No requests will be considered after this cut-off date and time. Said email should clearly state the prospective service provider's representatives full name, official email address, and contact number. Only representatives of service providers received on or before the aforementioned due date will be invited and allowed access to the compulsory virtual briefing session. If said representative/s cannot attend, a separate email should be sent with the details of the replacement on or before the due date listed above. Meeting links should not be shared with non-representative/s. The Chairperson will further use this information to prepare a pre-populated register to monitor and control access to the session. Access to the session will therefore be restricted to this pre-populated register. Upon closing access to the briefing session, the chairperson will allow for a formal introduction of representatives and confirm such attendance against the pre-populated register. An automatic attendance register will be generated from MS Teams and compared against the verbal confirmations and will be considered as the official attendance register of the virtual compulsory briefing session. The details disclosed at the compulsory briefing session shall be deemed to form part of these Terms of Reference once they have disclosed to all prospective service providers in attendance at the virtual compulsory briefing session. No proposals will be accepted from prospective service providers who did not attend the virtual compulsory briefing session. All prospective bidders to ensure that a copy of the bid document is Bids obtainable from: Department of Local Government (Finance Office), 8th Floor, 80 St Georges Mall, Waldorf Building, Cape Town, 8001. Bids can be collected Monday - Friday 08:00 - 16:00 up until 29 September 2022. All prospective bidders to ensure that a copy of the bid document is collected prior to the virtual compulsory briefing session.</p> <p>Post or Deliver Bids to: Bid documents must be deposited on or before the closing date and time: The bid box is open 24 hours a day, 7 days a week. The onus is on the Bidder to ensure that the bid is deposited in the correct tender box on or before the closing date and time. The blue tender box clearly marked "Local Government" is situated on the ground floor in the foyer / passage of 80, St Georges Mall, Waldorf Building, Cape Town 8000. For technical information, please contact: Ms M Green / Ms S Behardien - lg.finance@westerncape.gov.za For completion of bid documents please contact: Mr S Bassadien / Ms C Johnson - lg.finance@westerncape.gov.za Special Conditions: NO PROPOSALS WILL BE ACCEPTED FROM PROSPECTIVE SERVICE PROVIDERS WHO DO NOT ATTEND THE COMPULSORY VIRTUAL BRIEFING SESSION. This bid will be subject to the General Conditions of Contract (GCC).</p>	<p>Western Cape - 80 St Georges Mall, Waldorf Building, Cape Town</p>	<p>LG-01 2022-2023</p>	<p>28-10-22 11:00</p>

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