SWELLENDAM MUNICIPALITY

TENDER NO: SMT24-25-26

RENTAL OF OFFICE SPACE TO SWELLENDAM MUNICIPALITY FOR A THREE-YEAR PERIOD

Official bid documents and specifications are obtainable from Mr. K. Juries (Supply Chain Management Unit, 11 Lind Street, Swellendam on tel: 028 514 8500 or email scm@swellendam.gov.za **29 October 2026** One complete set of tender documents will be supplied on receipt of a non-refundable deposit of **R759.20** (Vat Incl.).

Account Name	Bank Name	Acc. Number	Branch Code	Acc. Type
Swellendam Municipality	Standard Bank	280013965	050513	Current Account

Any technical enquiries can be made to Janette Etzebeth via e-mail: janettee@swellendam.gov.za

Tenders must be submitted in a sealed envelope and must be clearly marked with the respective tender number and description. Tenders must be placed in the Municipal Tender Box before **11h00 on 13 November 2026** situated at the Supply Chain Management Offices, 11 Lind Street, Swellendam after which tenders will be opened in public. Tenders may only be submitted on the prescribed tender documents and must include the Tax Compliance Status **PIN** as issued by **SARS**.

Late tenders and tenders received by E-Mail or Facsimile will not be considered. Tenders will be evaluated and adjudicated in accordance with the Swellendam Municipality's preferential procurement policy and it's Supply Chain Management Policy. The **80/20**-point system will be applicable. The Council does not bind itself to accept the lowest or any bid and reserves the right to accept a tender in full or a part thereof. Subject to the sole discretion of the Municipality, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive

Special Conditions of Tender:
Bidder must provide the following documentation for each premises tendered:
- A valid Electrical Certificate of Compliance
- A valid Occupancy Certificate
- Proof of valid Building Insurance, including SASRIA cover

Functionality:
- Bidders are required to obtain a minimum functionality score of 70 out of 100.

Please Note:
- Quotation / Tender box is open 24/7;
- Standard size of opening is: 10cm high and 33cm wide;
- All Technical inquiries **MUST** be in writing to the responsible official on this advert.
- Tenderers must take note of the extraordinary traffic conditions that may occur from time to time due to the transportation of wind turbines.

Bids shall remain valid for a One hundred and Fifty (150) day period calculated from the bid closing date.

A VORSTER
MUNICIPAL MANAGER
PO BOX 20
SWELLENDAM, 6740

NOTICE NO. T108/2026