



**T38-2024: SUPPLY, DELIVERY, INSTALLATION, TRAINING & MAINTENANCE OF A
WEB-BASED ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM,
INCLUDING A COMMITTEE MANAGEMENT MODULE FOR THE PERIOD ENDING 30
JUNE 2028**

Tenders are hereby invited from suitable service providers for SUPPLY, DELIVERY, INSTALLATION, TRAINING & MAINTENANCE OF A WEB-BASED ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM, INCLUDING A COMMITTEE MANAGEMENT MODULE FOR THE PERIOD ENDING JUNE 2028.

Enquiries regarding the specifications for this tender may be directed to Mrs A Thompson at 028 425 1157 or email: athompson@odm.org.za

Tender documents and the banking details of the Overberg District Municipality are available from Mrs L Siyeka at Tel: 028 425 1157, ext. 294 or e-mail: lsiyeka@odm.org.za
Ms D Kapot-Witbooi at Tel: 028 425 1157, ext. 261 or e-mail: dkapot@odm.org.za.

A non-refundable fee of R268.00 (two hundred, sixty-eight rand and zero cents) is payable for this tender. The fee must be paid by an electronic payment (use company name and tender no. as reference).

Duly completed tenders must be placed in a sealed envelope endorsed **“T38-2024”: SUPPLY, DELIVERY, INSTALLATION, TRAINING & MAINTENANCE OF A WEB-BASED ELECTRONIC RECORDS, DOCUMENTS AND WORKFLOW SYSTEM, INCLUDING A COMMITTEE MANAGEMENT MODULE FOR THE PERIOD ENDING 30 JUNE 2028.”**. The sealed envelopes **must** be placed in the tender box at the Municipal Offices situated at **26 Long Street, Bredasdorp, 7280** not later than **12:00 on Monday, 16 June 2025**. Tenders will be opened in public thereafter.

Tenders submitted by fax, e-mail, or received after the closing time and date shall not be accepted. Tenders may only be submitted on the prescribed official document.

Overberg District Municipality shall apply its Municipal Supply Chain Management Policy as adopted in terms of section 111 of the Local Government Municipal Finance Management Act, 2003 (Act No 56 of 2003) and the relevant regulations. Tenders will be evaluated according to the criteria and weight of the 80/20 procurement system. Bidders must submit a valid Tax Compliance status PIN, issued by the South African Revenue Services.

The Overberg District Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA). Bidders agree that their personal information may be recorded and processed by the municipality.

It is the prerogative of the municipality not to accept the lowest, a part of or any tender at all.

**RICHARD BOSMAN
MUNICIPAL MANAGER**

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