KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: FINOFFICE OF THE DEPUTY MUNICIPAL MANAGER
NOTICE NO: 284/2026
RFQ: APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE RECRUITMENT PROCESS

Prospective service providers are hereby invited to submit informal quotations for the appointment of a service provider to facilitate recruitment process.

DETAILED SPECIFICATION IS AVAILABLE ELECTRONICALLY:

An electronic copy of the Terms of Reference will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from **Tuesday, 24 November 2026**. After downloading the Terms of Reference from the website each prospective bidder **MUST** ensure that a complete Terms of Reference document is printed.

CONDITIONS OF THIS RFQ:

- Telegraphic, telephonic, telex, facsimile, email, or late tenders will not be accepted.
- This contract will be evaluated on the 80 (price)
- The specific goals would be for a maximum point of 20 points. To claim for specific goals prospective bidders MUST submit proof/required documents.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or SD Card/CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or SD Card/CD will deem the bid non-responsive. Bidders are encouraged to submit USB's and SD Cards only. The submission of CDs in a condition that is capable of being handled i.e. device that is readable and not broken is solely the responsibility of the bidder. Visibly broken CDs at tender opening stage will not be accepted.**
- **Bidders must note that the Municipality may make use of additional vetting methods to further qualify capacity of bidders to eliminate delays during project implementation.**
- A valid SARS Tax Compliance Status Pin may be requested to verify tax status.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 90 days from the closing date.
- RFQ's that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any information regarding this formal quote can be obtained from Mrs. J. Thomas at **jthomas@kouga.gov.za** and copy **tenders@kouga.gov.za**

Quotations in a sealed envelope endorsed "**NOTICE NO: 284/2026: "RFQ: APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE RECRUITMENT PROCESS"** must be placed in the Tender Box **16 Woltemade Street**, **Jeffreys Bay, Room 122** on or before **THURSDAY, 03 DECEMBER 2026 at 12:00.**

D. DE JAGER

DEPUTY MUNICIPAL MANAGER

P.O Box 21
JEFFREYS BAY
6330

For Placement: Municipal Website/ Municipal Notice Boards in all offices/areas – 24 November 2026