

APRIL 2025

Bulletin

#overstrand4all

Official newsletter of the Overstrand Municipality

#C4ourself

COMPUTERISED LEARNER'S LICENCE TESTING CENTRES OPERATIONAL

In the future, learner drivers in Overstrand will take their tests on tablets, allowing the results to be available immediately upon completion. This initiative is part of Overstrand Traffic Services' commitment to adopting new technologies and optimising processes in partnership with the Road Traffic Management Corporation.

Instead of making use of books, maps and sketchbooks, this computerised system uses software to randomly select a set of questions, implying that learners can't predict what questions they will be asked and ruling out any possibility of cheating.

If a learner passes the test, their learner's licence will be issued on the same day, provided the relevant fee is paid. A learner's licence is valid for 24 months and cannot be extended.

Note that you must already be of the right age before you can attempt to make an appointment to take your test:

- At least 16 years old for Code A1 – motorcycles of up to 125 cc
- At least 17 years old for Code B – light motor vehicles
- At least 18 years old for Code A – motorcycles above 125 cc
- At least 18 years old for Code C1, C, EC1, EC – heavy motor vehicles

To book a test, you will need:

- Your identification document
- Two colour ID photos
- Proof of your address
- An application fee of R68

To make an appointment in person:

Visit the Driving Licence Testing Centre in Gansbaai or Hermanus, where the new computerised technology is now fully operational.

SARS SELF-SERVICE KIOSK NOW AVAILABLE IN HERMANUS

In the interest of simplifying the process for taxpayers and traders to remain compliant and to meet their obligations, SARS recently installed a self-service kiosk at the New Harbour multi-purpose centre in Hermanus.

Thanks to interactive digital technology, this terminal can be used to register for and to gain access to eFiling services that typically include retrieving and/or printing tax numbers, querying general tax-return status, requesting tax clearance certificates, printing account statements and notices, and submitting supporting documentation.

The kiosk can be accessed during municipal office hours:

- Mondays to Thursdays: 07:45 – 13:00 & 13:30 – 16:30
- Fridays: 07:45 – 13:00 & 13:30 – 15:15

BUSINESS LICENSING REQUIREMENTS

In response to a recent directive from the President of South Africa, which requires businesses to be registered with the local government in their area of operation, Overstrand Municipality is stepping up efforts to ensure compliance.

The Business Act, 71 of 1991, stipulates that businesses listed in Schedule 1, items 1, 2, or 3, must obtain a licence. These typically include grocery stores, food vendors, and public-facing service providers, such as cinemas and nightclubs. Professional services like financial advisors, accountants, or consultants generally do not need a licence unless specified by municipal by-laws.

Overstrand Municipality currently does not have any by-laws mandating the registration of other business types. However, in certain cases, such as under section 15 of the By-law Relating to Streets, Public Places, and the Prevention of Public Nuisances (available on the municipal website), written permission may be required to trade. In addition, municipal approval may be required for a designated trading area.

The application form can be downloaded from the municipal website www.overstrand.gov.za: Application Forms > Business Licence.

DR RABIE STEPS DOWN AS MAYOR





In the course of March 2025, Overstrand Executive Mayor, Dr Annelie Rabie, confirmed that she intends to step down from her role with effect 1 April 2025. However, she will remain a councillor for the time being.

The municipality would like to take this opportunity to thank Mayor Rabie for her invaluable contributions to good governance and sound decision-making during her term. We wish her all the best for her future endeavours.

ORGANISING AN EVENT?

BE SURE TO APPLY IN TIME!

Depending on size, applications to host an event in the Overstrand must be submitted to the municipality between one to six months prior to the event:

SMALL	MEDIUM	LARGE	VERY LARGE
50 – 500	501 – 2 000	2 001 – 5 000	5 000+
			
1	2	3	6
MONTH	MONTHS	MONTHS	MONTHS

The official application form to host an event can be downloaded from the municipal website www.overstrand.gov.za: Application Forms > Events.

In terms of Overstrand Municipality's Events Policy, this application form must be accompanied by the following supporting documentation as applicable:

- indemnity and public liability;
- safety/emergency plan;
- SAPS risk classification;
- application to erect temporary structure/s;
- application for population certificate;
- application for sound exemption; and a
- Certificate of Acceptability (Overberg District Municipality: Health)

For more information on the events application process or compliance guidelines, kindly contact the public liaison officer at your nearest municipal office. **Do also note that submitting an application does not guarantee permission to stage an event.**

HANDY GUIDE TO THE PROCUREMENT PROCESS

Overstrand Municipality relies on reputable businesses to render a wide range of services and products of the highest quality and would like to extend an invitation to all complying businesses in the area that have not done so yet to register on our supplier database with the prospect of entering into a potential working relationship with the municipality.

It is important to note that municipal business operations are regulated by the Municipal Finance Management Act, requiring specific processes based on the services or goods needed. To begin with, all entities wishing to do business with government or related agencies must register on the national Central Supplier Database (CSD). Only after completing this registration can a supplier be added to the municipality's database.

How to register your business on the respective databases

To register on the CSD, you will need the following:

- A South African bar-coded identification (ID) number
- A valid tax-compliant status pin as issued by the Receiver of Revenue (SARS)
- A credible bank account
- In instances where professional registration is required to render a service, proof of registration with and/or a registration number issued by the relevant industry regulatory body
- Proof of B-BBEE compliance where applicable

To start the registration process, visit <https://secure.csd.gov.za/Account/Register> and follow the step-by-step instructions. Once registered on the CSD, download the supplier database registration form from Overstrand Municipality's website at <https://www.overstrand.gov.za/document/supply-chain-management/registration-on-the-accredited-supplier-database/>. Complete the form and return it to the Supply Chain Management unit. We will confirm your registration and list your business under the appropriate categories. From that point forward, you will be in a position to quote or bid for goods and services as might be required.

How to access bidding opportunities

The monetary value (all taxes included) of the services/goods to be provided and/or delivered determines the manner in which requests for quotations or invitations to tender will be made public and the manner in which quotations/bids should be submitted. In general, if the municipality requires services/goods to the value of less than R300 000, a formal request-for-quotation (RFQ) process will be followed. The exception here is instances where services/products valued below R2 000 are required. However, if the cost of the services/goods required is more than R300 000, a competitive bidding process will be followed.

STEP-BY-STEP GUIDE TO QUOTATION & BIDDING PROCESS

STEP 1

Register on the Central Supplier Database and submit your completed Overstrand Municipality Database registration form to the municipality's Supply Chain Management (SCM) unit for listing.

STEP 2

Be on the lookout for opportunities to quote/bid as advertised on <https://www.overstrand.gov.za/document/supply-chain-management/quotations-current-new/> and in the press or on <https://www.overstrand.gov.za/document/supply-chain-management/tenders/>, as the case may be

STEP 3

Prepare the quotation/tender document by doing the following:

- Read the document carefully and provide all information requested.
- Make sure you have provided the correct price and contact details for your business.
- Answer all questions truthfully.
- When in doubt, ask for more information from the persons listed in the document.
- Make sure you can meet all requirements for the service/goods in question and that you can deliver within the time specified so that you can honour the conditions of the contract.
- Make sure the bid/tender documents are signed in all the indicated places.

STEP 4

Submit your offer (quote or bid) before the closing time and in the correct tender box as specified in the document.

Services or products valued below R2 000: Only one quotation from a service provider who offers the goods or service will be required. Once the quotation has been received and accepted, an order will be generated. A supplier can commence the service or supply the products once the order (displaying the order number) has been received. On delivery, the supplier must present an invoice on which said order number is clearly displayed. The delegated official will sign the invoice off, which is then submitted for payment within 30 days from when the delivery note was signed off.

Services or products above R2 000 up to R30 000: A formal request-for-quotation (RFQ) process will be followed and at least three quotes must be obtained. On acceptance of one of the quotes thus submitted, an order will be generated. A supplier can commence the service or supply the products once the order (displaying the order number) has been received. On delivery, the supplier must present an invoice on which said order number is clearly displayed. The delegated official will sign the invoice off, which is then submitted for payment within 30 days from when the delivery note was signed off.

Services or products that are above R30 000 up to R300 000: A formal request-for-quotation (RFQ) process will be followed and at least three quotations must be obtained. The RFQ will be advertised for at least seven days on the municipality's website and an official notice board and will also be emailed to accredited suppliers on the Overstrand Municipality Database who provide the goods or service in question. To view current formal RFQs, go to <https://www.overstrand.gov.za/document/supply-chain-management/quotations-current-new/>.

Services or products that are above R300 000: In instances such as these, a competitive bidding process must be followed. The tender will be advertised for at least 30 days

- in newspapers commonly circulating locally,
- on notice boards at selected municipal offices,
- on the municipality's website,
- on the National Treasury's e-Tender portal, and
- for construction-related procurement, on the CIDB's i-Tender website.

Instructions, specifications, processes and the relevant contact persons are usually indicated in the tender documentation. To view current tenders, go to <https://www.overstrand.gov.za/document/supply-chain-management/tenders/>. Note that in instances such as these, suppliers will be required to complete and submit a tender document within a predetermined timeframe.

STEP 5

Quotations/tenders are evaluated and adjudicated in terms of Overstrand Municipality's Supply Chain Management Policy and Preferential Procurement Policy based on the quotation/tender specifications and conditions. Depending on the value of the goods/services, 80/90 points will be scored for price and 20/10 points for specific goals.

* **Formal RFQs:** The municipality evaluates the bids received against the conditions of the bid, including compliance with the technical specifications. Thereafter, an award is made by the delegated official.

* **Tenders:** The Bid Evaluation Committee evaluates the bids received against the conditions of the bid, including compliance with the technical specifications. This Committee then makes a recommendation to the Bid Adjudication Committee for approval or for further recommendation by the Municipal Manager for awards of more than R10 million.

STEP 6

Preferred and unsuccessful bidders will be informed of the outcome of their bids. Unsuccessful bidders who wish to lodge an appeal/objection against the award of a tender have one of two options:

They can lodge an appeal in terms of Section 62 of the Local Government: Municipal Systems Act 32 of 2000 (MSA) within 21 days from the date of notification of the outcome of the tender, or they can lodge an objection in terms of paragraph 49 of Overstrand Municipality's Supply Chain Management Policy within 14 days from the date of this notification.

It is important to note that only in terms of Section 62 of the MSA can the appeal authority – after considering the appeal – confirm, vary or revoke the decision. If an objection is lodged in terms of paragraph 49 of Overstrand Municipality's Supply Chain Management Policy, although the Municipal Manager may appoint an independent person to investigate the objection, he or she does not have the power to confirm, vary or revoke the decision in terms of that paragraph.

STEP 7

If no appeals/objections are lodged against the outcome of the bidding/tender process, the municipality will immediately conclude a contract with the successful bidder for the supply of the services/goods as specified in the bid document. In instances where appeals/objections are lodged, concluding such a contract may take a little longer.