



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050					
2.	Tender Documents					
	Tendering Procedures Tender notice and invitation to tender Tender data Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data Pricing Data Pricing Instruction Bill of Quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy					
3.	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.					
4	Communication. The Employer's Representative is; <table><tr><td> <u>Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006 </td><td> <u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / </td><td> <u>Technical Enquiries</u> Mr C Makitla P.O. Box 437 Middelburg 1050 Tel: 013 249 2107 </td></tr></table>			<u>Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006	<u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 /	<u>Technical Enquiries</u> Mr C Makitla P.O. Box 437 Middelburg 1050 Tel: 013 249 2107
<u>Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006	<u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 /	<u>Technical Enquiries</u> Mr C Makitla P.O. Box 437 Middelburg 1050 Tel: 013 249 2107				



APPOINTMENT OF AN ADDITIONAL PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS (AS AND WHEN REQUIRED) RE-ADVERT

4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	Eligibility Only those bidders who have relevant experience in similar projects are eligible to tender
6.	Public liability insurance The Employer will require that bidders provide a valid public liability insurance to the value of R100 000.00 for each claim.
7	The Employer's right to accept or reject any tender offer The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.
8	Tenderer Obligations
8.1	The Council retains the right to call for any additional information that it may deem necessary
8.2	If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
8.3	If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
8.4	At the request of the Head of Department (Council's) or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated.
9.	Compensation of tendering



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	The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.						
10.	Check documents The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission. Nkangala District Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel) for review and certification by its Commissioner of Oath.						
11.	Clarification Meeting A compulsory clarification meeting will be held on: <table border="1"> <tr> <td>Time:</td><td>10:00</td></tr> <tr> <td>Date:</td><td>22nd September 2026</td></tr> <tr> <td>Location:</td><td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td></tr> </table>	Time:	10:00	Date:	22nd September 2026	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
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Date:	22nd September 2026						
Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050						
11.1	In the case of a Joint Venture a representative of each of the Companies in the Joint Venture partnership should attend the meeting.						
11.2	No individual may represent more than one tenderer at the compulsory briefing session. Non-completion in full of the fields required on the attendance register may lead to automatic disqualification						
12.	Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation. In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NDM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.						
13.	Submitting tender offer:						
13.1	No Tender document will be considered unless submitted on Council's Official Tender Document						
13.2	Return all the returnable documents to the employer after completing them.						



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13.3	Tenders must be deposited in the tender box clearly marked: APPOINTMENT OF AN ADDITIONAL PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS (AS AND WHEN REQUIRED) Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered						
13.4	All tenders received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time.						
13.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.						
14.	Closing Time:						
14.1	The time and location for opening of the Tender offers are: <table border="1"> <tr> <td>Closing Time:</td><td>12:00</td></tr> <tr> <td>Closing Date:</td><td>13 October 2026</td></tr> <tr> <td>Location:</td><td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td></tr> </table> Tenders will be opened in public at the same time and prices will be read out.	Closing Time:	12:00	Closing Date:	13 October 2026	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
Closing Time:	12:00						
Closing Date:	13 October 2026						
Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050						
14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.						
15.	Pricing the tender State the rates and prices in Rand						
16.	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document						
17	Alternative tender offer. No alternative tender offers will be considered or accepted						



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18	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
19.	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.								
20.	Tender evaluation points								
20.1	The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.								
20.2	Preference points for this bid shall be awarded for: (a) Price; and (b) Specific goals.								
20.3	The maximum points for this bid are allocated as follows:								
	<table border="1"> <thead> <tr> <th></th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>PRICE</td><td>80</td></tr> <tr> <td>SPECIFIC GOALS</td><td>20</td></tr> <tr> <td>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED</td><td>100</td></tr> </tbody> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100
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TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100								
21.	Evaluation of Tenders The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NDM. Clause 54 of the Supply Management Policy which entails balance between financial offer and functionality.								
21.1	The following steps will be followed in evaluation; 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers								
21.2	Evaluation Criteria The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for other clients.								



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21.3	Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.																																																					
22.	Tender Responsiveness Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following: - Personnel 54 - Hardware and Resources 6 - Experience of firm 40 Sub-Total 100 <u>A firm must obtain a minimum of 70 points out of the 100 points above to be considered for price and specific goals.</u> Name of Project Leader:..... <table border="1"> <thead> <tr> <th colspan="2">Project Leader:</th><th colspan="3">(Maximum Points obtainable 22)</th></tr> <tr> <th>Evaluation Criteria</th><th>Minimum Required</th><th>Elimination Factor</th><th>Points obtainable</th><th>Points Claimed</th></tr> </thead> <tbody> <tr> <td rowspan="3">Academic Qualifications (Note 1)</td><td>Below National Diploma in Events Management or Tourism Development or Hospitality or Marketing Management</td><td>Yes</td><td>0</td><td></td></tr> <tr> <td>National Diploma (NQF 6) in Events Management or Tourism Development or Hospitality or Marketing Management</td><td>No</td><td>8</td><td></td></tr> <tr> <td>B-Com/B-tech Degree (NQF 7) in Events Management or Tourism Development or Hospitality or Marketing Management</td><td>No</td><td>10</td><td></td></tr> <tr> <td colspan="3">Sub-total</td><td>10</td><td></td></tr> <tr> <td colspan="2"></td><th>Elimination Factor</th><th>Points obtainable</th><th>Points Claimed</th></tr> <tr> <td rowspan="4">Involvement of the project leader in comparable projects (Note 2)</td><td>1-2</td><td>Yes</td><td>0</td><td></td></tr> <tr> <td>3-5</td><td>No</td><td>7</td><td></td></tr> <tr> <td>6-8</td><td>No</td><td>8</td><td></td></tr> <tr> <td>9 and above</td><td>No</td><td>10</td><td></td></tr> </tbody> </table>				Project Leader:		(Maximum Points obtainable 22)			Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed	Academic Qualifications (Note 1)	Below National Diploma in Events Management or Tourism Development or Hospitality or Marketing Management	Yes	0		National Diploma (NQF 6) in Events Management or Tourism Development or Hospitality or Marketing Management	No	8		B-Com/B-tech Degree (NQF 7) in Events Management or Tourism Development or Hospitality or Marketing Management	No	10		Sub-total			10				Elimination Factor	Points obtainable	Points Claimed	Involvement of the project leader in comparable projects (Note 2)	1-2	Yes	0		3-5	No	7		6-8	No	8		9 and above	No	10	
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Sub-total			10	
Current Employment (Note 3)	Full time employed by the firm	No	2	
	Contracted for the duration of the project by the firm	No	1	
Sub-total			2	
Total			22	

Name of Photographer/Sound Engineer:

Photographer/Sound Engineer:		(Maximum Points obtainable 18)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Below National Diploma in Photography/ Videography/ Sound Engineer	Yes	0	
	National Diploma (NQF 6) in Photography/ Videography/ Sound Engineer	No	8	
Sub-total			8	
		Elimination Factor	Points obtainable	Points Claimed
Involvement of the Photographer/Sound Engineer in comparable projects (Note 2)	1-2	Yes	0	
	3-5	No	7	
	6 and above	No	8	
Sub-total			8	
Current Employment (Note 3)	Full time employed by the firm	No	2	
	Contracted for the duration of the project by the firm	No	1	
Sub-total			2	
Total			18	

Name of Health and Safety Officer:

Health and Safety Officer:		(Maximum Points obtainable 14)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Below Certificate in Health and Safety	Yes	0	
	Certificate in Health and Safety	No	7	
Sub-total			7	
		Elimination Factor	Points obtainable	Points Claimed



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Involvement of the Health and Safety officer in comparable projects (Note 2)	1-2	Yes	0	
	3-5	No	4	
	6 and above	No	5	
Sub-total			5	
Current Employment (Note 3)	Full time employed by the firm	No	2	
	Contracted for the duration of the project by the firm	No	1	
Sub-total			2	
Total			14	

Physical and other resources

(Maximum Points obtainable 6)

Evaluation Criteria	Minimum Required	Elimination factor	Points Obtainable (Owned)	Points Obtainable (Lease)	Points Claimed
Hardware resources (Note 4)	Laptops or Computers	No	2	1	
	Printers (able to print A4 & A3)	No	2	1	
Vehicles (Note 4)	Light Delivery Vehicle (LDV)/Panel Van	No	2	1	
SUB-TOTAL			6	3	
TOTAL				6	

EXPERIENCE OF THE FIRM

(Maximum Points obtainable 40)

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of similar or comparable projects (Note 5)	1 – 2 projects	Yes	0	
	3 – 4 projects	No	25	
	5 – 6 projects	No	30	
	7 and above projects	No	40	
SUB-TOTAL			40	
TOTAL			40	

NOTES

Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the Project Leader, Photographer/Sound Engineer and health and Safety Officer CV. Foreign Qualifications must be accompanied by a certificate from South African Qualification Authority (SAQA). Failure to attach proof of academic



	qualifications will result in the Project leader, Photographer/Sound Engineer and health and Safety Officer being regarded as not having minimum prescribed qualifications and will eliminate the tender from further evaluation. Note 2: Involvement in comparable projects Proof of employment history and involvement in comparable projects must be contained in the curriculum vitae (CV). The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.) Note 3: Current Employment Confirmation of current employment must be stipulated on the curriculum vitae (CV). Failure to provide the information will warrant zero (0) Note 4: Hardware Resources and Vehicles Proof of Hardware and resources in a form of asset register must be attached to claim points. In Addition to the Asset Register, Vehicle Registration Documents in the name of the company or the director(s) must be attached, in case of leased vehicles proof of vehicle registration documents and a valid and signed lease agreement between the lessor and lessee must be attached. Failure to provide this shall warrant for scoring zero (0) in this category Note 5: Experience of the Firm Provide proof of company's experience in the form of Appointment letters OR Purchase Orders and Reference letters with contactable details. Failure to attach a minimum of at least three (3) successfully completed projects will eliminate the tender from further evaluation
23.	Technical adjudication and General Criteria ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected. With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example:



Technical adjudication and General Criteria

Tenders will be adjudicated in terms of inter alia:

- Compliance with Tender conditions
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If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example

- A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.
- Pages to be completed, if removed from the Tender document, and would be deemed to have therefore not been submitted;
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbinded or unbundled.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections would render the tender non-responsive.
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form F- “Authority of signatory”**.
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company.
- Particulars required in respect of the Tender have not been provided, implies non-compliance of Tender requirements and/or specifications.
- The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract will lead to disqualification.
- Disqualification will ensue if the Tender has been submitted after the relevant closing date and time.
- Failure to complete and sign **Form C1.1: Form of Offer and Acceptance**, automatically disqualifies the tender.
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months the tenderer is disqualified.



- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that tenderer that performance was unsatisfactory leads to automatic disqualification.

Size of enterprise and current workload

Evaluation of the Tenderer's position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

Proposed Key Personnel

In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- Educational qualifications
- Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services.

Financial ability to execute the contract:

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Public liability Insurance of **R100 000** per claim



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24.	Good standing with SA Revenue Services - Determine whether a valid tax clearance certificate or tax document with a Pin from SARS has been submitted. - The Tenderer must affix the latest CSD report stating the status of the Tax Clearance Certificate
25.	If the Tender does not meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
26.	Penalties The Nkangala District Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed: - Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. - Impose a financial penalty at the discretion of Council - Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years
27.	Proposals Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 30. (Excluding appendices).
	The firm, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The firm shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The firm shall make a clear distinction between resources required, time allocation and costs for the project. The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.
28.	The additional conditions of Tender are: Service providers who have scored the highest points for Price and Specific goals in terms of the Preferential Procurement Regulations 2022 will be appointed and the maximum number is limited to four (4)



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	2. Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 3. The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. 4. The Prospective service providers will be allocated work according to various Municipalities within the Nkangala District Municipalities
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