



EMADLANGENI LOCAL MUNICIPALITY

INVITATION TO BID

Bid Number	Description	Tender Document Availability	Tender Document Amount	Tender Closure
MN07/2025-26	PROVISION FOR LICENSING, SUPPORT AND MAINTENANCE SERVICES TO THE PAYROLL & HR SYSTEMS FOR A PERIOD OF 36 MONTHS	From 10 February 2026 to Closing Date	R1 347,93	03 March 2026 @ 12h00

Bids are hereby invited from qualified and experienced bidders for the provision of the above-mentioned tenders for the Emadlangeni Local Municipality.

Evaluation Criteria:

MN07/2025-26 shall be evaluated on a Two Stage Evaluation System. Stage 1 being Functionality in which only bidders who score a minimum of 40 points out of 55 will advance to Stage 2 which will be based on the 80/20 Preferential Point System of the Preferential Procurement Framework Act Regulations 2000, (Act No. 5 of 2000) and the amended PPPFA regulation 2022, whereby 80 for price and 20 for specific goals.

Bidders are required to submit a valid Tax compliant status, Proof of registration on central supplier database (Full CSD Report) and company registration certificate must be submitted together with the tender document. Service Provider must also be registered on Municipality's Database.

MN07/2025-26: The compulsory briefing session will be held on 10 February 2026 at 13h00. Link will be requested from the user department (jelem@emadlangeni.gov.za). as from the 03rd of February 2026 until the 09th of February 2026 at 16:15Tender documents will be available as from 10th of February 2026 to closing date.

Tender documents will be available at Emadlangeni Municipality cashier's desk at a non-refundable fee at 34 Voor Street, Utrecht, 2980. Also, EFT is also an option but bid document will be sent after payment has been made. Completed bid documents in sealed envelopes must be deposited in the Municipality's tender box located at the reception of the municipality on or before the closing date at **12h00 pm**, whereby bids will be opened to the public. Enquiries regarding the bidding procedures maybe directed to the **SCM Office** on 034 331 3041. Technical enquiries relating to **MN07/2025-26** may be directed to Mr MV Jele (034 331 3041/ jelem@emadlangeni.gov.za). **NB: Proof of payment must be attached when submitting the tender document.**

Emadlangeni municipality is not bound to accept the lowest or any bid and reserves the right to accept the whole or part of a bid.

Mrs GN Mavundla

Municipal Manager