

DIHLABENG LOCAL MUNICIPALITY



BID NO. FIN002/2026

APPOINTMENT OF SERVICE PROVIDER FOR INTEGRATED BILLING AND STATEMENT PORTAL FOR PERIOD OF THREE (03) YEARS

Dihlabeng Municipality hereby invite bids for Appointment of a Service Provider for Integrated billing and statement portal for period of three (03) years.

Bid Name	Bid no.	CIDB Grading	Compulsory briefing session	Evaluation and Adjudication Criteria and Preference Points	Closing date	Enquiries
Appointment of service provider for Integrated billing and statement portal for period of three (03) years	FIN002/2026	N/A	N/A Validity period 90 days	Bids will be evaluated on: • Stage 1: Pre-evaluation • Stage 2: Functionality • Stage 3: Financial Offer and Preference Evaluation (80/20 Scoring Points) • Stage 4: Risk Analysis	15 June 2026 at 12:00pm	Mr Lethola Nde Mabula Email: ndem@dihlabeng.co.za Tel: 058 023 0671 Tel: 058 023 1011

Bid documents will be available from 12:00 on 26 May 2026, upon payment of a non-refundable document fee of R1000,00 per set of document, at the Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700. Please note that tender document can also be accessed/download for free on E-Tender Portal. Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and must be sealed together with supporting documents and externally endorsed WITH THE CONTRACT NUMBER AND DESCRIPTION and placed in tender box, on the Ground Floor, Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700 not later than 12:00 on or before the date stipulated above.

Requirements:

- Certificate of Authority for Signatory
- Company registration document (CK)
- Certified ID copies of Director(s) / Member(s) of the company
- Proof of CSD Registration Report — must be valid/compliant from the date of availability of the tender document
- Valid company SARS tax clearance certificate or tax number
- Proof of payment of Municipal Services — municipal account/statement not older than three (3) months and not more than ninety (90) days in arrears.
 - If paid by the Lessee: attach municipal account/statement and valid Lease Agreement (showing payer and contract validity).
 - If paid by the Landlord/owner: attach valid Lease Agreement (showing payer and contract validity).
 - Municipality reserves the right to verify lease agreements.
- Joint Venture Agreement and Power of Attorney (if applicable)
- Document completion requirements — must be filled in black ink, with corrections countersigned
- Rates/amounts entered — against all items in the schedule of fees/Bill of Quantities
- Total bid price clearly stated — inclusive of VAT (if applicable), forming the basis for evaluation under the 80/20 system
- Bidder completed and signed all prescribed and compulsory bid forms

- Tender submission format — one (1) original and one (1) scanned copy (PDF) on a flash drive, including all exhibits and required forms in the returnable schedule

Sealed Bids should clearly indicate: **APPOINTMENT OF SERVICE PROVIDER FOR INTEGRATED BILLING AND STATEMENT PORTAL FOR PERIOD OF THREE (03) YEARS (FIN002/2026)**

M NTHELI
MUNICIPAL MANAGER