



TENDER DATA

1.	The Employer is: Thembisile Hani Local Municipality Private Bag X 4041 Empumalanga 0458			
2.	Tender Documents			
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	<p>Interpretation</p> <p>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.</p>			
4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1"><tr><td><p><u>Accounting Officer:</u> Mr. D.J.D Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100</p></td><td><p><u>Procurement Eng.</u> <u>Mr. G. Rapolai</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9153/9233</p></td><td><p><u>Technical Enquiries.</u> TS Mahlangu Electrical Material Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9190/9178</p></td></tr></table>	<p><u>Accounting Officer:</u> Mr. D.J.D Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100</p>	<p><u>Procurement Eng.</u> <u>Mr. G. Rapolai</u> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9153/9233</p>	<p><u>Technical Enquiries.</u> TS Mahlangu Electrical Material Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9190/9178</p>
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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	<p>The Employer's right to accept or reject any tender offer</p> <p>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 Thembisile Hani Local Municipality.</p>
6	<p>Tenderer Obligations</p>
6.1	The Council retains the right to call for any additional information that it may deem necessary
6.2	<p>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.</p> <p>Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
6.3	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.
6.4	At the request of the Municipal Manager 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,
7.	<p>Proof of warrantee</p> <p>None</p>
8	<p>Compensation of tendering</p> <p>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.</p>



9	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> <p>Thembisile Hani Local Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document but not limited to, company CK document, qualifications of key personnel, as well as the BBB-EE certificate) for review and certification by its Commissioner of Oath.</p>
10.1	<p>Confidentiality and Copyright of Documents.</p> <p>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</p> <p>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 THLM 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 THLM 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.</p>
10.2	<p>Clarification Meeting</p> <p>A compulsory clarification meeting will be held on:</p> <p>Time: 11:00 am Date: 16 March 2026 Location: Thembisile Hani Local Municipality Municipal Shelter Mthombomuhle 0458</p>
10.3	<p>In the case of a Joint Venture a representative of each of the Companies in the Joint Venture partnership should attend the meeting.</p>
10.4	<p>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</p>
11	<p>Submitting tender offer:</p> <p>11.1 No Tender document will be considered unless submitted on Council’s Official Tender Document</p> <p>11.2 Return all the returnable documents to the employer after completing them.</p> <p>11.3 The employer’s address for delivery of tender offers and identification details to be shown on such tender offer package are:</p> <p>Location of tender box: Thembisile Hani Local Municipality Physical address : Stand no 24 , Corner Police Station Mthombomuhle, Empumalanga</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p>



11.4	All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.
11.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
12.	Closing Time:
12.1	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00 Closing Date: 13 April 2026 Location: Thembisile Hani Local Municipality Stand No. 24 Corner Police Station Mthombomuhle Empumalanga 0458</p> <p>Tenders will be opened in public at the same time.</p>
12.2	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 THLM.
13.	<p>Pricing the tender</p> <p>State the rates and prices in Rand</p> <p>NB: Should prices be affected by exchange rates and price fluctuations, bidders should take forward cover and this be incorporated in the price tendered.</p>
14.	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>
15	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p>
16	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 120 days from the closing date.</p>
17	<p>Tender clarification after submission</p> <p>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.</p>
18	<p>Tender evaluation points</p>
18.1	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.



18.2	<p>Preference points for this bid shall be awarded for:</p> <p>(a) Price; and (b) Specific Goals</p>										
18.3	<p>The maximum points for this bid are allocated as follows:</p> <table border="1" data-bbox="261 495 1177 741"> <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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19.	<p>Evaluation of Tenders</p> <p>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 THLM.</p> <p>19.1 The following steps will be followed in evaluation;</p> <ol style="list-style-type: none"> 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. Awarding of points for financial offer. 6. Ranking of tenderers according to the total points 7. Performance of risk analysis by checking the credit record of the tenderers 										
19.2	<p>Evaluation Criteria</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved</p> <p>The tenders shall be considered for further evaluation when they score 60 points out of 80 points of the maximum 80 points allocated.</p> <table border="1" data-bbox="261 1503 1425 1821"> <thead> <tr> <th colspan="2" style="text-align: center;">Summary of Functionality</th> </tr> </thead> <tbody> <tr> <td>Organising and Staffing</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Financial capability</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Experience of the Firm</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">80</td> </tr> </tbody> </table> <p>Tenders are adjudicated in terms of THLM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p>	Summary of Functionality		Organising and Staffing	25	Financial capability	30	Experience of the Firm	25	Total	80
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19.3.1	<p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none">▪ Tenders will be adjudicated in terms of inter alia:▪ Compliance with Tender conditions▪ Technical specifications <p>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.</p> <p>With regard to the above, certain actions or errors are unacceptable and warrant REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none">▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted.▪ If tender document must be completed in full as required and as stipulated in the tender data.▪ If any tender document is tampered with or it is unbound 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.▪ Failure to attend compulsory site inspections▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory”▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.▪ Particulars required in respect of the Tender have not been provided – 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.▪ 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▪ 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.▪ 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.
19.3.2	<p>Size of enterprise and current workload</p> <ul style="list-style-type: none">▪ Evaluation of the Tenderer’s position in terms of:▪ Previous and expected current annual turnover▪ Current contractual obligations▪ Capacity to execute the contract
19.3.3	<p>Staffing profile</p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ul style="list-style-type: none">▪ Staff available for this contract being Tendered for▪ Qualifications and experience of key staff to be utilised on this contract.



19.3.4	<p>Proposed Key Personnel</p> <p>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.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none">○ Position in the firm and within the organisation of this assignment○ PDI status (describing population group, gender and disabilities)○ 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) <p>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</p>
19.3.5	<p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous projects where the firm was involved</p> <p>The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years.</p> <p>Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:</p> <ul style="list-style-type: none">▪ Experience in the relevant technical field▪ Experience of contracts of similar size▪ Some or all of the references will be contacted to obtain their input.
19.3.6	<p>The tenderer shall provide documentation of the company experience of each member of the Consortium/Joint Venture related to the projects.</p>
19.3.7	<p>Financial ability to execute the contract:</p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none">▪ Proof of warrantee▪ Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.



19.3.8	Good standing with SA Revenue Services <ul style="list-style-type: none">▪ Determine whether an original valid tax clearance certificate has been submitted.▪ The Tenderer must affix a valid Tax Verification Pin.
19.3.9	If the Tender does not meet the requirements contained in the THLM 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
19.3.10	Penalties <p>The Thembisile Hani Local 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:</p> <ul style="list-style-type: none">▪ 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 Thembisile Hani Local Municipality for a period of 5 years
20	The additional conditions of Tender are: <p>1 Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</p> <p>2 The Thembisile Hani Local 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.</p>



FORM EVALUATION SCHEDULE: TENDER COMPLIANCE

Tender Compliance by the Contracting Firm

It must be noted that a total of **40 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 02)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 03)	Proof of Company Registration with The Companies and Intellectual Property Commission (CIPC) and proof of shareholding	Yes	5	
Tax Pin Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
COIDA Certificate (Note 05)	A Proof of valid good letter to Tender/ COIDA Certificate with Department of Labour must be attached.	Yes	5	
Municipal Account (Note 06)	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	Yes	5	
CSD Report (Note 07)	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
Compulsory attendance at tender briefing (Note 08)	Must be represented at a Compulsory Tender Briefing/Site Inspection	Yes	5	
Minimum 40 points				



Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Contracting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the delegation of authority shall warrant an automatic elimination of tender from any further evaluation.

Note 02: Completing tender document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialed accordingly and required documentation attached. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to adherence shall warrant automatic elimination of tender from any further evaluation.

Note 03: Company registration

Proof of company registration documents in the form of a copy from the Company and Intellectual Property Commission (CIPC) must be attached, including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 04: Tax Verification Pin

SARS tax registration and compliance with relevant tax legislation document in the form of a valid SARS Verification PIN certificate shall be attached. Failure to attach the Tax PIN report shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Letter of Good Standing

Proof of a valid Letter of Good Standing with COIDA issued by the Department of Labour must be attached. The attached letter must be valid at the time of closing of tenders. Failure to attach the COIDA certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 06: Municipal Account

Attach an original or a copy of a municipal utility account not older than three (3) months of any of the registered director(s) or alternatively, attach a copy of the Lease Agreement along with the utility account of the landlord, whereby the company is leasing the property it is operating from. **The municipal account submitted must not be in arrears for more than 90 days.** Failure to attach a valid municipal account shall warrant the automatic elimination of tender from any further evaluation.

Note 07: CSD Report

Attach a copy of CSD report of the company which is not older than 1 (one) month must be attached. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 08: Compulsory attendance at tender briefing

Attendance of the Tender Briefing is compulsory, all service providers will be expected to sign the attendance register as proof of attendance. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation



The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Person Authorized to sign Tender:

FULL NAME:

SIGNATURE: DATE:



FORM EVALUATION SCHEDULE: PERSONNEL AND PREVIOUS RELATED WORK EXPERIENCE

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality	
Organising and Staffing	25
Financial capability	30
Experience of the Firm	25
Total	80

A firm must obtain a minimum of 60 points out of the 80 points above to be considered for price and specific goals

Organising and Staffing (Maximum points obtainable 25)

Contract/Project Manager:

(Maximum Points obtainable 14)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	National Diploma or Higher in Supply Chain Management, Finance, Project Management or Logistics (NQF level 6 or Higher)	No	7	
	Higher certificate in public procurement, National certificate in project management, Higher certificate in accountancy or Higher certificate in Logistics (NQF level 5)	No	4	
Sub-total			7	
Years of experience in supply and delivery of material contracts/projects or similar (CV with at-least 3 reference must be attached)	4 years of experience and above	No	7	
	2 -3 years of experience	No	4	
	0-1 year of experience	No	2	
Sub-total			7	
Total			14	



Logistics and Delivery Coordinator:

(Maximum Points obtainable 11)

Name:

Note: Should the Logistics and Delivery Coordinator be the same as the Contract/Project manager, zero points will be allocated.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Higher certificate in Public procurement, National certificate in project management, Higher certificate in accountancy or Higher certificate in Logistics (NQF level 5 or higher)	No	6	
	National Senior Certificate (Matric) (NQF Level 4)	No	4	
Sub-total			6	
Years of experience in the supply and delivery of material contracts/projects or similar (CV with at-least 3 reference must be attached)	4 years of experience and above	No	5	
	2-3 years of experience	No	4	
	0-1 year of experience	No	2	
Sub-total			5	
Total			11	

ORGANISING AND STAFFING/PERSONNEL		
PERSONNEL	TOTAL	SCORES
Contract/Project Manager	14	
Logistics and Delivery Coordinator	11	
TOTAL	25	



FINANCIAL CAPABILITY (Maximum Points obtainable 30)

It must be noted that a total of 30 points are obtainable by the Firm in relation to the requirements as mentioned in the table below; failure to submit evidence supporting documents is not an eliminating factor **BUT** a zero point will be scored. Financial capability of the firm to be verified through the annual financial declaration and supporting documents (e.g. income statement, balance sheet, credit facility from any large retailer/wholesaler, Letter of intent from the bank OR latest bank statement – not older than three (3) months):

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Financial capability – Note: Financial capability of the firm to be verified through the annual financial declaration and supporting documents (e.g. income statement, balance sheet, credit facility from any large retailer/wholesaler, Letter of intent from the bank OR latest bank statement – not older than three (3) months):	Access to finance above R 99 000.00	No	10	
	Access to finance above R 200 000.00	No	15	
	Access to finance above R 300 000.00	No	30	
Sub-total			30	
Total			30	

EXPERIENCE OF THE FIRM (Maximum Points obtainable 25)

Note: Company’s previous completed projects

Provide proof of the company’s previous completed projects which is in the form of verifiable appointment letters / orders issued with contact details. If these are not provided, zero points will be allocated in that regard.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in similar projects (supply and delivery).	4 and more Projects	No	25	
	2 – 3 Projects	No	20	
	1 Project	No	10	
TOTAL			25	

TOTAL SCORE: _____/80