



## EMADLANGENI LOCAL MUNICIPALITY

### INVITATION TO BID

Bid Number	Description	Tender Document Availability	Tender Document Amount	Tender Closure
MN13/2025-26	PROVISION FOR LICENSING, SUPPORT AND MAINTENANCE SERVICES TO THE PAYROLL & HR SYSTEMS FOR A PERIOD OF 12 MONTHS	From 02 <sup>nd</sup> OF JUNE 2026 UNTIL CLOSING DATE	R1 347,93	11 June 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:

**MN13/2025-26** shall be evaluated on a Two Stage Evaluation System. Stage 1 being Functionality in which only bidders who score a minimum of 70% 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.

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. Bid documents can also be downloaded in the municipal website ([www.emadlangeni.gov.za](http://www.emadlangeni.gov.za)) and on e-tenders at no charge. 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 **MN13/2025-26** may be directed to Mr MV Jele (034 331 3041/ [jelem@emadlangeni.gov.za](mailto:jelem@emadlangeni.gov.za)).

**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**