

TENDER DATA

Clause				
1.	The Employer is: Nkangala Economic Development Agency P.O Box 437 Middelburg 1050			
2.	<p>Tendering procedures: Tender notice and invitation to tender Tender Data</p> <p>Returnable documents Returnable Schedules required for Tender Evaluation</p> <p>The Contract Agreements and contract data Form of Offer and Acceptance Contract Data</p> <p>Pricing data Pricing instructions Bills 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><tr><td><u>Accounting Officer</u> Dr ME Mosola P.O. Box 437 Middelburg 1050 013 249 2225</td><td><u>Procurement Eng.</u> Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2226</td><td><u>Technical Enquiries</u> Mr KC Chauke P.O. Box 437 Middelburg 1050 Tel: 013 249 2226</td></tr></table>	<u>Accounting Officer</u> Dr ME Mosola P.O. Box 437 Middelburg 1050 013 249 2225	<u>Procurement Eng.</u> Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2226	<u>Technical Enquiries</u> Mr KC Chauke P.O. Box 437 Middelburg 1050 Tel: 013 249 2226
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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.			

5.1	<p>The Employer's right to accept or reject any tender offer</p> <ul style="list-style-type: none"> 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 Economic Development Agency.
5.2	NEDA reserves the right to request original documents of the bidder upon appointment to be submitted to Commissioner of Oath.
6.	Tenderer Obligations
6.1	The NEDA 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 NEDA, any commission, gratuity, gift or other consideration, The NEDA 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 Accounting Officer 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 to enable the recommendation to the NEDA's responsible Committee on the award of the contract be formulated
7.	<p>Tender Eligibility</p> <p>Only those bidders who have relevant experience on similar projects and provide Public Liability Insurance of R100 000.00 for each claim are eligible to tender.</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>

	Nkangala Economic Development Agency 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.						
10.	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 NEDA, 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 NEDA against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.						
11.	Clarification Meeting <table border="1"> <tr> <td>Date</td><td>29th September 2025</td></tr> <tr> <td>Time</td><td>12:00</td></tr> <tr> <td>Venue</td><td>Physically at Nkangala District Municipality Building 2A Walter Sisulu Street Middelburg 1050</td></tr> </table>	Date	29 th September 2025	Time	12:00	Venue	Physically at Nkangala District Municipality Building 2A Walter Sisulu Street Middelburg 1050
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12.	Submitting tender offer:						
12.1	No Tender document will be considered unless submitted on NEDA's Official Tender Document						
12.2	Return all the returnable documents to the employer after completing them as per details on 17.1 below.						
12.3	Tenders must be deposited in the tender box clearly marked: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER EVENTS MANAGEMENT SERVICES FOR NKANGALA ECONOMIC DEVELOPMENT AGENCY 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.						
13.	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.						
14.	All tender received by the Nkangala Economic Development Agency will remain in the Municipality's possession as confidential until after the award is made.						
15.	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.						
16.	Passenger Liability Insurance						

	The Employer shall not award a contract to any bidder that does not hold a valid passenger liability insurance policy cover with an amount not less than R100 000.00 per claim for the duration of the contract.						
17.	Closing Time:						
17.1	The time and location for opening of the Tender offers are: <table border="1" data-bbox="272 517 1123 739"> <tr> <td>Closing Time:</td><td>12:00 pm</td></tr> <tr> <td>Closing Date:</td><td>20th October 2025</td></tr> <tr> <td>Location:</td><td>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</td></tr> </table>	Closing Time:	12:00 pm	Closing Date:	20th October 2025	Location:	Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050
Closing Time:	12:00 pm						
Closing Date:	20th October 2025						
Location:	Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050						
17.2	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 bidder or persons not concerned with such process until the award of the Tender has been announced by the NEDA.						
18	Pricing the tender State the rates and prices in Rand.						
19	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.						
20	Alternative tender offer. No alternative tender offers will be considered or accepted.						
21	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.						
22	Tender clarification after submission A tender may be regarded as non-responsive if the bidder fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.						
23	Tender evaluation points						
23.1	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.						
23.2	Preference points for this bid shall be awarded for: <ul style="list-style-type: none"> (a) Price; and (b) Specific Goals 						

23.4	<p>The maximum points for this bid are allocated as follows:</p> <table border="1" data-bbox="272 255 1187 465"> <tr> <th></th><th>POINTS</th></tr> <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</td><td>100</td></tr> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific Goals	100
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24.	<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 NEDA.</p>								
24.1	<p>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 bidders. 5. Determination of expertise and experience of bidders. 6. Awarding of points for financial offer. 7. Ranking of bidders according to the total points 8. Performance of risk analysis by checking the capacity of the bidders 								
24.2	<p>Evaluation Criteria</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>								
25.	<p>Tenders are adjudicated in terms of NEDA Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p>								
26.	<p>Evaluation Criteria</p>								
	<p>The tender's responsiveness in relation to points is therefore summarized as follows:</p> <table data-bbox="272 1541 1353 1720"> <tr> <td>• Personnel</td><td>60</td></tr> <tr> <td>• Plant Equipment</td><td>10</td></tr> <tr> <td>• Experience of firm</td><td>30</td></tr> <tr> <td>Sub-Total</td><td><u>100</u></td></tr> </table> <p><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></p> <p>Name of Project Leader: _____ (Maximum Points obtainable 25)</p>	• Personnel	60	• Plant Equipment	10	• Experience of firm	30	Sub-Total	<u>100</u>
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• Plant Equipment	10								
• Experience of firm	30								
Sub-Total	<u>100</u>								

Project Leader:		(Maximum Points obtainable 25)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	NQF Level 5 or Higher certificate in Events Management or Tourism Development or Hospitality or Marketing Management	Yes	0	
	NQF Level 6- National Diploma in Events Management or Tourism Development or Hospitality or Marketing Management	No	5	
	NQF Level 7- B-Com/B-tech Degree 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 within Local/Provincial or National Government	1-2	Yes	0	
	3-5	No	5	
	6-8	No	7	
	9 upwards	No	10	
Sub-total			10	
Current Employment	Full time employed by the firm	No	5	
	Contracted for the duration of the project by the firm	No	2	
Sub-total			5	
Total			25	

Name of Photographer/Sound Engineer: _____ (Maximum Points obtainable 20)

Photographer/Sound Engineer:		(Maximum Points obtainable 20)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	NQF Level 5 or Higher certificate in Photography/ Videography/ Sound Engineer	Yes	0	
	NQF Level 6- National Diploma in Photography/ Videography/ Sound Engineer	No	10	
Sub-total			10	
		Elimination Factor	Points obtainable	Points Claimed
Involvement of the Photographer/Sound Engineer in comparable projects	1-2	Yes	0	
	3-5	No	5	
	6 upwards	No	7	
Sub-total			7	

Current Employment	Full time employed by the firm	No	3	
	Contracted for the duration of the project by the firm	No	1	
Sub-total			3	
Total			20	

Name of Health and Safety Officer: _____ (Maximum Points obtainable 15)

Health and Safety Officer:		(Maximum Points obtainable 15)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	NQF Level 6- National Diploma in Health and Safety	No	7	
	No certificate in Health and Safety	Yes	0	
Sub-total			7	
		Elimination Factor	Points obtainable	Points Claimed
Involvement of the Health and Safety in comparable projects	1-2	Yes	0	
	3-5	No	3	
	6 upwards	No	5	
Sub-total			5	
Current Employment	Full time employed by the firm	No	3	
	Contracted for the duration of the project by the firm	No	1	
Sub-total			3	
Total			15	

Physical and other resources (Maximum Points obtainable 10)

Evaluation Criteria	Minimum Required	Elimination factor	Points Obtainable (Owned)	Points Obtainable (Lease)	Points Claimed
Hardware resources	Laptops x2	No	2	1	
	Printers (able to print A4 & A3) X2	No	2	1	
	Website	No	2	1	
	Landline	No	2	1	
Company's vehicles	Light Delivery Vehicle (LDV)/Panel Van	No	2	1	
SUB-TOTAL			10	5	
TOTAL				10	

EXPERIENCE OF THE FIRM (Maximum Points obtainable 30)

The Tenderer must attach copies of Appointment Letters or Purchase Orders and reference letters. Points claimed without these requested evidence documents will not be considered. Atleast three

(3) projects must have been successfully completed to obtain minimum points. Projects below prescribed minimum will equal zero points.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of similar or comparable projects	0 projects	Yes	0	
	1 – 2 projects	No	5	
	3 – 4 projects	No	10	
	5 and above projects	No	15	
SUB-TOTAL			15	
Company's experience in terms of similar or comparable projects	R0 – R200 000	No	0	
	R201 000 – R399 000	No	5	
	R400 000 upwards	No	10	
SUB-TOTAL			15	
TOTAL			30	

TOTAL SCORE: _____/100

The tenderers that scored a minimum number of 70 points will qualify to be evaluated in terms of the 80/20 preference point systems.

NOTES

Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the driver's 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 manager being regarded as not having minimum prescribed qualifications and will eliminate the tender from further evaluation.

Note 2: Experience after qualification

Attached CV for key personnel must clearly indicate experience and number of years in the field.

Note 3: Involvement in comparable projects

Proof of employment history 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 4: Current Employment

Confirmation of current employment must be stipulated on the curriculum vitae (CV). Failure to

	<p>provide the information will warrant zero (0)</p> <p>Note 5: Experience of the Firm Provide proof of company's experience in the form of appointment letters OR Purchase Orders and reference letters in similar projects. Failure to attach proof of experience of the firm will warrant zero (0) points and failure to provide the information shall warrant an elimination factor.</p> <p>Note 6: Hardware Resources Proof of Hardware and resources in a form of asset register must be attached to claim points.</p> <p>Note 7: Company's vehicles Proof of Company Vehicle in a form of Vehicle Registration Documents must be attached, in case of leased vehicles a proof of vehicle registration documents and a valid and signed lease agreement be attached.</p>
27.	<p>Technical adjudication and General Criteria Tenders will be adjudicated in terms of inter alia:</p> <ol style="list-style-type: none"> 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>Regarding the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example.</p> <ul style="list-style-type: none"> 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, removed from the Tender document, and 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 unbanded 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. The Tender has not been properly signed by a party having the authority to do so, according to the Form – E “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.

	<ul style="list-style-type: none"> • 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. <p>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</p>
28.	<p>Size of enterprise and current workload</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Previous and expected current experience of the company. ▪ Current contractual obligations ▪ Capacity to execute the contract
29.	<p>Proposed Key Personnel</p> <p>In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Bidder. 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>
30.	<p>Previous experience</p> <p>Provide proof of company's experience in the form of appointment letters or Purchase Orders and reference letters in similar projects. Failure to attach proof of experience of the firm will warrant zero points.</p>
31.	<p>Third party public liability insurance</p> <p>The Employer will require that bidders provide a valid third party public liability cover of R100</p>

	000.00 per claim
32.	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 Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must been submitted.
33.1	If the Tender does not meet the requirements contained in the NEDA Procurement Policy, and the mentioned framework, it will be rejected by the NEDA and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
34.	Penalties The Nkangala Economic Development Agency 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 Accounting Officer, one or more of the following penalties will be imposed: <ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Bidder. ▪ Impose a financial penalty at the discretion of NEDA ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala Economic Development Agency for a period of 5 years
35.	The additional conditions of Tender are: <ol style="list-style-type: none"> 1. Service providers who has scored the highest points for Price and Specific Goals in terms of the Preferential Procurement Regulations 2022 will be appointed. 2. Nkangala Economic Development Agency 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 Economic Development Agency 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.