



TENDER NO NEDA/SCM 01/ 2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR THE FEASIBILITY STUDY, DESIGN, INSTALLATION AND MAINTENANCE OF FREE-STANDING AND DIGITAL BILLBOARDS FOR NKANGALA ECONOMIC DEVELOPMENT AGENCY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS .

TENDER DATA

1.	<p>The Employer is: Nkangala Economic Development Agency P.O Box 437 Middelburg 1050</p>						
2.	<p>Tender Documents</p> <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" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Accounting Officer</u></th> <th style="text-align: left; padding: 5px;"><u>Procurement Eng.</u></th> <th style="text-align: left; padding: 5px;"><u>Technical Enquiries</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> Mr J.P Mangani P.O. Box 437 Middelburg 1050 013 249 2199/2194 </td> <td style="padding: 5px;"> Ms L.S Sehlako - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2225/6 </td> <td style="padding: 5px;"> Ms L.S Sehlako P.O. Box 437 Middelburg 1050 Tel: 013 249 2225/6 </td> </tr> </tbody> </table>	<u>Accounting Officer</u>	<u>Procurement Eng.</u>	<u>Technical Enquiries</u>	Mr J.P Mangani P.O. Box 437 Middelburg 1050 013 249 2199/2194	Ms L.S Sehlako - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2225/6	Ms L.S Sehlako P.O. Box 437 Middelburg 1050 Tel: 013 249 2225/6
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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	Eligibility Only bidders who can demonstrate proven experience in the feasibility study, design, installation and maintenance of free-standing and digital billboards for nkangala economic development agency as and when required for a period of 36 months ., and who have suitably qualified and experienced personnel to execute the scope of work, shall be eligible for further evaluation..
6	Proof of Credit Facility
6.1	The bidder must attach proof of a Credit Facility Agreement or a Facility Letter from a lender, detailing the terms, conditions and credit amount, with a minimum of R500,000.00
7	The Employer's right to accept or reject any tender offer 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.
8	Tenderer Obligations
8.1	The Entity retains the right to call for any additional information that it may deem necessary
8.2	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. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
8.3	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 Entity, any commission, gratuity, gift or other consideration, The Entity 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.
8.4	At the request of the Head of Department (Entity's) 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 Entity's responsible Committee on the award of the contract be formulated.

9.	<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>						
10.	<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>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.</p>						
11.	<p>Clarification Meeting</p> <p>A compulsory clarification meeting will be held on:</p> <table border="1" data-bbox="240 993 976 1209"> <tr> <td>Time:</td> <td>10:00</td> </tr> <tr> <td>Date:</td> <td>19 March 2026</td> </tr> <tr> <td>Location:</td> <td>Nkangala Economic Development Agency 2A Walter Sisulu Street Middelburg 1050</td> </tr> </table>	Time:	10:00	Date:	19 March 2026	Location:	Nkangala Economic Development Agency 2A Walter Sisulu Street Middelburg 1050
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11.1	<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>						
11.2	<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>						
12.	<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 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 as a result of the processing of any personal information that you submit.</p>						



TENDER NO NEDA/SCM 01/ 2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR THE FEASIBILITY STUDY, DESIGN, INSTALLATION AND MAINTENANCE OF FREE-STANDING AND DIGITAL BILLBOARDS FOR NKANGALA ECONOMIC DEVELOPMENT AGENCY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS .

13.	Submitting tender offer:						
13.1	No Tender document will be considered unless submitted on Entity's Official Tender Document						
13.2	Return all the returnable documents to the employer after completing them.						
13.3	<p>Tenders must be deposited in the tender box clearly marked: Appointment of a Service Provider for the Feasibility Study, Design, Installation and Maintenance of Free-Standing and Digital Billboards for Nkangala Economic Development Agency As And When Required for a period of 36 Months .Tender No NEDA/SCM 01/ 2025 -2026</p> <p>Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala Economic Development Agency, 2A Walter Sisulu Street, Middleburg 1050.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p>						
13.4	All tenders received by the Nkangala Economic Development Agency will remain in the Agency's possession until after the stipulated closing date and time.						
13.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.						
14.	Closing Time:						
14.1	<p>The time and location for opening of the Tender offers are:</p> <table border="1" style="margin-left: 20px;"> <tr> <td>Closing Time:</td> <td>12:00</td> </tr> <tr> <td>Closing Date:</td> <td>21st April 2026</td> </tr> <tr> <td>Location:</td> <td>Nkangala Economic Development Agency 2A Walter Sisulu Street Middelburg 1050</td> </tr> </table> <p>Tenders will be opened in public at the same time and prices will be read out.</p>	Closing Time:	12:00	Closing Date:	21st April 2026	Location:	Nkangala Economic Development Agency 2A Walter Sisulu Street Middelburg 1050
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Location:	Nkangala Economic Development Agency 2A Walter Sisulu Street Middelburg 1050						
14.2	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 NEDA.						
15.	<p>Pricing the tender</p> <p>State the rates and prices in Rand</p>						
16.	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p>						

	Proposals and any other supporting documents must be attached to the back of this tender document								
17	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p>								
18	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>								
19	<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>								
20.	Tender evaluation points								
20.1	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.								
20.2	<p>Preference points for this bid shall be awarded for:</p> <p>(a) Price; and (b) Specific goals.</p>								
20.3	The maximum points for this bid are allocated as follows:								
	<table border="1"> <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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TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100								
21.	<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> <p>Clause 54 of the Supply Management Policy which entails balance between financial offer and functionality.</p>								
21.1	<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 tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points 8. Performance of risk analysis by checking the credit record of the tenderers 								

21.2	<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 for other clients.</p>																														
21.3	<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>																														
22.	<p>The tender will be evaluated for compliance and functionality in accordance with the applicable legislation, specifically the Preferential Procurement Regulations (PPR 2022) and the Supply Chain Management Policy of the agency.</p> <p>22.1 EVALUATION CRITERIA</p> <p>1. EVALUATION SCHEDULE: BIDDING COMPANY COMPLIANCE</p> <p>It must be noted that a total of 50 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.</p> <table border="1" data-bbox="245 1045 1539 1854"> <thead> <tr> <th data-bbox="245 1045 480 1129">Evaluation Criteria</th> <th data-bbox="480 1045 881 1129">Evaluation Criteria</th> <th data-bbox="881 1045 1104 1129">Elimination Factor</th> <th data-bbox="1104 1045 1331 1129">Points obtainable</th> <th data-bbox="1331 1045 1539 1129">Points Claimed</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 1129 480 1297">Delegation of Authority (Note 01)</td> <td data-bbox="480 1129 881 1297">Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representatives on the project</td> <td data-bbox="881 1129 1104 1297">Yes</td> <td data-bbox="1104 1129 1331 1297">5</td> <td data-bbox="1331 1129 1539 1297"></td> </tr> <tr> <td data-bbox="245 1297 480 1423">Completing tender documents (Note 02)</td> <td data-bbox="480 1297 881 1423">Must initial every page in the tender document, signing and filling the tender document in full</td> <td data-bbox="881 1297 1104 1423">Yes</td> <td data-bbox="1104 1297 1331 1423">5</td> <td data-bbox="1331 1297 1539 1423"></td> </tr> <tr> <td data-bbox="245 1423 480 1591">Company registration (Note 03)</td> <td data-bbox="480 1423 881 1591">Proof of Company Registration with Companies and Intellectual Property Commission (CIPC) and proof of shareholding</td> <td data-bbox="881 1423 1104 1591">Yes</td> <td data-bbox="1104 1423 1331 1591">5</td> <td data-bbox="1331 1423 1539 1591"></td> </tr> <tr> <td data-bbox="245 1591 480 1707">Tax Verification (Note 04)</td> <td data-bbox="480 1591 881 1707">Proof of Tax Registration and Compliance with South African Revenue Service (SARS)</td> <td data-bbox="881 1591 1104 1707">Yes</td> <td data-bbox="1104 1591 1331 1707">5</td> <td data-bbox="1331 1591 1539 1707"></td> </tr> <tr> <td data-bbox="245 1707 480 1854">COIDA Certificate (Note 05)</td> <td data-bbox="480 1707 881 1854">Proof of a valid letter of Good Standing/ COIDA Certificate with the Compensation Commissioner must be attached</td> <td data-bbox="881 1707 1104 1854">Yes</td> <td data-bbox="1104 1707 1331 1854">5</td> <td data-bbox="1331 1707 1539 1854"></td> </tr> </tbody> </table>	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 representatives on the project	Yes	5		Completing tender documents (Note 02)	Must initial every page in the tender document, signing and filling the tender document in full	Yes	5		Company registration (Note 03)	Proof of Company Registration with Companies and Intellectual Property Commission (CIPC) and proof of shareholding	Yes	5		Tax Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5		COIDA Certificate (Note 05)	Proof of a valid letter of Good Standing/ COIDA Certificate with the Compensation Commissioner must be attached	Yes	5	
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 representatives on the project	Yes	5																												
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Tax Verification (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5																												
COIDA Certificate (Note 05)	Proof of a valid letter of Good Standing/ COIDA Certificate with the Compensation Commissioner 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	
Public Liability Insurance (Note 8)	A copy of valid Public Liability Insurance with a minimum cover of R3,000,000 (Three Million Rand) .	Yes	5	
Compulsory attendance at tender briefing (Note 09)	Must be represented at a Compulsory Tender Briefing/Site Inspection	Yes	5	
CIDB Grading (Note 10)	A copy of Confirmation of CIDB grading of Contractor grading designation equal to 4CE or higher of construction work must be attached.	Yes	5	
Minimum 50 points				

Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting 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 certificate 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 initialled accordingly and required documentation attached. Failure to complete the Tender Document which shall warrant an automatic elimination of tender from any further evaluation.

Note 03: Company registration

A Proof of company registration in the form of a copy from Companies and Intellectual Property Commission (CIPC) shall 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

A copy of tax registration and compliance (Tax Pin) with relevant tax legislation in the form of a valid verification pin certificate shall be attached. Failure to attach the Tax Pin certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Letter of Good Standing (COIDA)

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) and the account must not be in arrears for more 90 days of any of the registered Director(s) or Company. Alternatively attach a copy lease agreement along with the utility account of the Landlord, whereby the company is leasing the property its operating from. Failure to attach the municipal account shall warrant an 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: Public Liability Insurance

A copy of Confirmation of proof of valid Public Liability Insurance to the value of **R3 000 000** (Three Million Rand) issued by a registered and authorised insurer. Lack of Public Liability Insurance shall warrant an automatic elimination of tender from any further evaluation.

Note 9: Compulsory attendance at tender briefing

In addition to signing an attendance register for attending a compulsory tender briefing, an original certificate of attendance issued to the Tenderer and signed by the Employer's representative must be attached to the tender document. Attendance to the Tender briefing must be a Tenderer him/herself or a person in the direct employ of the Tenderer. Failure to attach the certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 10: CIDB Grading

A copy of Confirmation of CIDB grading of Contractor grading designation equal to 4CE or higher of construction work must be attached. Failure to attach the CIDB grading certificate shall warrant an automatic elimination of tender from any further evaluation.

22.2 SECOND STAGE OF EVALUATION: FUNCTIONALITY

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

Organizing and Staffing	40
Plant	20
Experience of firm	30
Methodology	10
Total	100

A FIRM MUST OBTAIN A MINIMUM OF 70 POINTS OUT OF THE 100 POINTS ABOVE AND AT LEAST 20 POINTS MUST BE OBTAINED FROM EXPERIENCE OF THE FIRM IN ORDER TO BE EVALUATED FURTHER FOR PRICE AND SPECIFIC GOALS.

Organizing and Staffing (Maximum points obtainable 40)

Project Manager / Team Leader: (Maximum Points obtainable 20)

Name:

Evaluation Criteria	Minimum Required	Points obtainable	Points Claimed
Academic Qualifications	BTech Degree in Civil Engineering (NQF 7)	10	
	National Diploma in Civil Engineering (NQF 6)	4	
	National Higher Certificate in Civil Engineering (NQF 4) (Technical College: N6)	2	
Sub-total		10	

Experience of Team Leader in similar projects			
Involvement in comparable project such as billboard, street poles , bus shelters and mall advertising displays	- 1 years' experience	1	
	2 – 3 years' experience	4	
	4 – 7 years' experience	6	
	8 years' experience and above	10	
Sub-total		10	
Total		20	

Site Agent: (Maximum Points obtainable 15)

Name:

Evaluation Criteria	Minimum Required	Points obtainable	Points Claimed
Academic Qualifications	National N6 Certificate in Project Management (NQF 5)	4	
	National Diploma in Project Management (NQF 6)	10	
Sub-total		10	
Experience of site agent in similar projects			
Involvement in comparable projects	1 year experience	1	
	2 -3 years' experience	3	
	4 years' experience and above	5	
Sub-total		5	
Total		15	

Note: Should the Site Agent be the same as Project Manager zero points will be allocated.

Safety Officer: (Maximum Points obtainable 5)

Name:

Evaluation Criteria	Minimum Required	Points obtainable	Points Claimed
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Academic Qualifications			
	Occupational Health and Safety Certificate Level 3	1	
	Occupational Health and Safety Diploma or Higher Certificate under OHS Level 4	3	
Sub-total		3	
Years of experience in similar projects	2 -4 years' experience	1	
	5 years' experience and above	2	
Sub-total		2	
Total		5	

Note: Should the Safety Officer be the same as Team leader, Site Agent, zero points will be allocated.

ORGANISING AND STAFFING/PERSONNEL

PERSONNEL	TOTAL	SCORES
Project Manager/Team Leader	20	
Site Agent	15	
Safety Officer	5	
TOTAL	40	

PLANT (Maximum Points obtainable 20)

It must be noted that a total of 20 points is obtainable by the Construction 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. A letter of intent from the lessor must be attached.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable (Own)	Points obtainable (leased)	Points Claimed
Firm's plant and equipment – Note: Proof of ownership (e-Natis documents) or the Letter of intent from the lessor of the firm's equipment must be attached and failure to do so will	20-ton Excavator x 1	No	10	4	
	TLB x 1	No	4	2	
	10m ³ Tipper Trucks x 2	No	3	2	

result in forfeiting the plant points	Firm's number of Bakkies or LDV x 1	No	3	2	
Sub-total			20	10	
Total			20	10	

EXPERIENCE OF FIRM (Maximum Points obtainable 30)

Note: The Company's previously completed projects

Provide proof of company's experience in the form of appointment letters and reference letters with contactable details in similar projects. Failure to attach proof of experience of the firm will warrant zero points.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of projects completed (Involvement in comparable project such as billboard, street poles, bus shelters and mall advertising displays)	2-3 Project	No	20	
	4 – 5 Projects	No	25	
	6 Projects and above	No	30	
Sub-Total			30	
TOTAL			30	

METHODOLOGY (Maximum Points obtainable 10)

Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Submission of detailed Methodology	No	10	
Sub-Total		10	
TOTAL		10	

Note: Methodology

The methodology must have well defined deadlines that offer realistic and reasonable schedules for each action. The Scope of the Project Demonstrate comprehension of feasibility, design, installation, and maintenance.

Innovation Incorporate any value-enhancing or creative methodologies. The tender must attached detailed methodology.

Project Phase	Key Activities / Approach	Timeline (Weeks / Months)	Deliverables
Feasibility Study	-	-	-
Design	-	-	-
Installation	-	-	-
Maintenance & Monitoring	-	-	-
Value-Added Services	-	-	-
	-	-	-

TOTAL SCORE: _____ /100

23.

Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

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.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example:

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With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example

- 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, if removed from the Tender document, and would be deemed to 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 unbided 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.
- Failure to attend compulsory site inspections would render the tender non-responsive.
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form E- “Authority of signatory”**.
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company.
- Particulars required in respect of the Tender have not been provided, implies 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 will lead to disqualification.
- Disqualification will ensue if 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**, automatically disqualifies the tender.
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the Agency, or to any other Agency or municipal entity, are in arrears for more than three months the tenderer is disqualified.
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the Agency or any other organ of state after written notice was given to that tenderer that performance was unsatisfactory leads to automatic disqualification.

Size of enterprise and current workload

Evaluation of the Tenderer’s position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations

- Capacity to execute the contract

Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

Proposed Key Personnel

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.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- 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)

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.

Previous experience

Provide proof of company's experience in the form of appointment letters and reference letters with contactable details in similar projects. Failure to attach proof of experience of the firm will warrant zero points.

Financial ability to execute the contract:

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Public liability insurance
- 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

24.	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether a valid tax clearance certificate or tax document with a Pin from SARS has been submitted. ▪ The Tenderer must affix the latest CSD report stating the status of the Tax Clearance Certificate
25.	<p>If the Tender does not meet the requirements contained in the NEDA Procurement Policy, and the mentioned framework, it will be rejected by the Entity, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
26.	<p>Penalties</p> <p>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 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 Entity ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala Economic Development Agency for a period of 5 years
27.	<p>Proposals</p> <p>Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (Excluding appendices).</p> <p>THE HEADINGS OF THE PROPOSAL SHOULD FOLLOW THE CRITERIA ON CLAUSE 54.6 OF THE SUPPLY CHAIN MANAGEMENT POLICY ATTACHED TO THIS DOCUMENT.</p>
	<p>The firm, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The firm shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The firm shall make a clear distinction between resources required, time allocation and costs for the project.</p> <p>The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.</p>
28.	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> 1. Service providers who have scored the highest points for Price and Specific goals in terms of the Preferential Procurement Regulations 2022 will be appointed.



TENDER NO NEDA/SCM 01/ 2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR THE FEASIBILITY STUDY, DESIGN, INSTALLATION AND MAINTENANCE OF FREE-STANDING AND DIGITAL BILLBOARDS FOR NKANGALA ECONOMIC DEVELOPMENT AGENCY AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS .

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.