



NOTICE AND INVITATION TO TENDER

TENDER NUMBER EDM/15/2026-27

PROVISION FOR IT SUPPORT AND MAINTENANCE SERVICES FOR EHLANZENI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS

Tenders are hereby invited from capable and experienced service providers for the above-mentioned tender.

1. Only service providers who have provided the following mandatory information and documents to be used to evaluate the tenderer's responsiveness will be considered for further evaluation on functionality;

- 1.1 Only tenderers who are registered on the Central Supplier Database (CSD) will be considered and the copy of the full CSD report not older than three months should be submitted.
- 1.2 Form of offer must be firm, VAT and other tax inclusive and valid at least Ninety (90) days from the closing date.
- 1.3 No tender shall be considered for the person who are in the service of the state,
- 1.4 Valid SARS PIN certificate must be attached,
- 1.5 Attached original Certified copy of company registration documents issued by Companies and Intellectual Property Commission (CIPC).
- 1.6 Attached original Certified copies of Identity Documents (ID) of all company directors,
- 1.7 Attach verifiable Municipal Account/s not older than three months for both the tenderer and entity owner/s or director/s. In areas where the municipalities are not issuing municipal accounts, attach valid lease agreements or confirmation of residence or address for both the tenderer and entity owner/s or director/s issued by a relevant authority not older than three months.
- 1.8 Attached Valid letter from Department of Employment and Labour - COIDA registration letter,
- 1.9 Tenderers submitting tenders as a joint venture or consortium must attach a signed agreement by all parties to the joint venture or consortium.
- 1.10 Attach valid certified copy of COIDA Letter of Good Standing from the Department of Employment and Labour.
- 1.11 Attach audited or reviewed and signed Annual Financial Statements at least for the past three years.
- 1.12 Attach certified copies of ICASA ECNS and ECS License issued on your company name.
- 1.13 Attach audited and signed copies of audited Annual Financial Statements for the past three years since the company or since the company came into existence if not older than three years.
- 1.14 Fully completed tender document as issued and signed must be submitted on the PDF document that has been issued. All certified copies must not be older than three months.

1.15 Tenderers are advised not to commit any fraudulent activities, including forgery of documents. All abuses of the Supply Chain Management (SCM) systems including but not limited to forgery of returnable documents, may be reported to the South African Police Service (SAPS) and restricted from doing business with any public institution or organ of the state for a period not exceeding 10 years in line with the Prevention of Fraud and Corrupt Activities Act 12 of 2004.

2. This tender will be evaluated in accordance with the 80/20 preference point system in terms of the Preferential Procurement Policy of the Ehlanzeni District Municipality. The policy preference point system will be applied as follows;

2.1 The 80 points will be for price; and

2.2 The 20 points will be allocated for the specified goals on a proportional or pro rata basis as follows:

POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned Enterprise	3,00	A copy of a Full CSD report not older than 3 months
More than 30% woman or women shareholding or owned enterprise	2,00	
More than 30% youth shareholding or owned enterprise	2,00	
More than 30% people living with disability shareholding or owned Enterprise	2,00	A copy of a Medical Certificate to confirm disability or stated on the CSD report
More than 30% military veteran's shareholding or owned Enterprise	2,00	A copy of a Full CSD report not older than 3 months
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as *EME's located within the Ehlanzeni District Municipality area of jurisdiction	2,00	➤ A copy of a Full CSD report not older than 3 months NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.7 above.
Sub-contract minimum of 30% of the contract value to EME's in the ward or local communities where the services to be rendered of works to be undertaken	2,00	➤ Commitment letter of works or services to be sub-contracted.
Corporate Social Investment (CSI) or Social Labour Plan proposition	3,00	➤ Attach a CSI plan or Social Labour Plan
B-BBEE level 1 contribution	2,00	➤ Certified Valid SANAS Accredited BBBEE certificate; or ➤ Certified Valid EME and SME a sworn affidavit; or ➤ Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership.
TOTAL PREFERENCE POINTS TO CLAIMED	20,0	

***EME's are Exempted Micro Enterprise with an annual turnover of R10 million or less.**

Received tenders will be evaluated for responsiveness based on mandatory requirements, functionality and tenderers who obtain a minimum of **70 points** out of a possible **100 points**, will be further evaluated on price and specified goals.

Tender documents can be viewed and downloaded at no cost on the Document Sharing and Collaboration Platform or Portal (NEPTUNE): <http://edmservices.ehlanzeni.gov.za> and National Treasury Portal from **Wednesday, 26 August 2026**. Further information regarding the downloading and uploading of documents will be explained at the compulsory briefing session.

A compulsory briefing session will be held on **Wednesday, 02 September 2026, 10h00** at **Ehlanzeni District Municipality Office Complex, DMC, 8 Van Niekerk Street, Sonheuwel Central, Mbombela, 1201.**

Where tenders should be submitted - Completed tender and other returnable documents must be submitted only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za> on or before **Friday, 25 September 2026** not later than **12h00**.

Tender Documents received by telegram, fax and post will not be considered. Late tenders shall not be accepted.

Enquiries: Contact Person - ADMINISTRATION: Mr. S P Khumalo at 013 759 8500 pkhumalo@ehlanzeni.gov.za

Contact Person – TECHNICAL: Mr. M Srinivasan at 013 759 8500 or msrini@ehlanzeni.gov.za

Visit our website: www.ehlanzeni.gov.za

Special Conditions:

Ehlanzeni District Municipality reserves the right to appoint for the whole or part of the tender or not to appoint at all.

Employer: Acting Municipal Manager: Ms S S Madlopha
 Ehlanzeni District Municipality
 P. O. Box 3333,
 MBOMBELA,
 1200