

NDLAMBE MUNICIPALITY

PORT ALFRED



TENDER 15/2425

INVITATION TO TENDER – ACQUISITION OF OFFICE BUILDING

Ndlambe Municipality hereby invites all authorised owners/sellers of property to submit bids for the provision of an Office Building to the Ndlambe Municipality.

Bids will be evaluated on compliance with the bid requirements and the price offered for the property in accordance with municipal procurement legislation

Bidders shall take note of the following BID CONDITIONS:

- Prices must remain valid for the full duration of the validity period, as noted in the bid document.
- Prices quoted must be firm and must, where applicable, be inclusive of VAT.
- Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
- Evidence of registration of company on the Central Supplier Database must be provided (CSD “MAAA” number).
- Bidders must complete the following forms, which are included in the returnable document:
 - Declaration of Interest (**MBD 4**).
 - Declaration of Interest (**MBD 5**)
 - Declaration of Bidder's Past Supply Chain Management Practices (**MBD 8**).
 - Certificate of Independent Bid Determination (**MBD 9**).NOTE: Bids will be deemed non-responsive where bidders submit tenders in more than one bidding entity or where it is found that the bidder has an interest in more than one bidding entity. This includes directorship, Joint Ventures or any other interests.
- Bidders who wish to claim preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution and proof of locality.
- A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
- It should be noted that the 80/20 preferential points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
- The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
- This bid is subject to the General Conditions of Contract (GCC)
- Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/tenders/>

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non- refundable tender deposit of R134-35 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **13 January 2025** (office hours 08h00 until 16h00).

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified.

Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked “**T15/2425 – ACQUISITION OF OFFICE BUILDING**” and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on 30 May **2025**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from Ms Diane May at dmay@tenders.gov.za, copying the SCM Office. For bidding queries, please contact the SCM Office on tenders@ndlambe.gov.za

NOTICE NUMBER: 110/2025

15 MAY 2025

**ADV R. DUMEZWENI
MUNICIPAL MANAGER**