



## TENDER DATA

Clause				
1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050			
2.	<p><b>Tendering procedures:</b> Tender notice and invitation to tender Tender Data</p> <p><b>Returnable documents</b> Returnable Schedules required for Tender Evaluation</p> <p><b>The Contract</b> <b>Agreements and contract data</b> Form of Offer and Acceptance Contract Data</p> <p><b>Pricing data</b> Pricing instructions Bills of quantities</p> <p><b>Terms of Reference</b> Terms of Reference</p> <p><b>Additional Relevant Documents</b> Supply Chain Management Policy</p>			
3.	<p><b>Interpretation</b></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><b>Communication.</b></p> <p>The Employer’s Representative is;</p> <table><tr><td><p><b><u>Accounting Officer</u></b></p><p>Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2007</p></td><td><p><b><u>Procurement Eng.</u></b></p><p>Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</p></td><td><p><b><u>Technical Enquiries</u></b></p><p>Mr. E Mametja – Climate Change and Biodiversity Unit P.O. Box 437 Middelburg 1050 Tel: 013 249 2160/2018</p></td></tr></table>	<p><b><u>Accounting Officer</u></b></p> <p>Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2007</p>	<p><b><u>Procurement Eng.</u></b></p> <p>Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</p>	<p><b><u>Technical Enquiries</u></b></p> <p>Mr. E Mametja – Climate Change and Biodiversity Unit P.O. Box 437 Middelburg 1050 Tel: 013 249 2160/2018</p>
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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.	<b>The Employer's right to accept or reject any tender offer</b>			
	<ul style="list-style-type: none"> <li>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 District Municipality.</li> </ul>			
6.	<b>Tenderer Obligations</b>			
6.1	The Council 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"> <li>1. Control</li> <li>2. Management</li> <li>3. Operations</li> <li>4. Risk</li> <li>5. Profit and Loss</li> </ol>			
6.3	<p>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 Council, any commission, gratuity, gift or other consideration, The Council 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.</p>			
6.4	<p>At the request of the Municipal Manager 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 Council's responsible Committee on the award of the contract be formulated</p>			
7.	<p><b>Tender Eligibility</b></p> <p>Only those bidders who satisfy the following criteria will be considered and eligible to submit tenders:</p> <ul style="list-style-type: none"> <li>Consultant/Firm whose Project Leader has the Degree in Natural Science or Environmental Management and the Project Leader is registered with the South African Council for Natural Scientific Profession (SACNASP).</li> <li>Consultant/ firm with experience in biodiversity, GIS or land-use planning or environmental projects (must have at least one or more projects of similar nature)</li> </ul>			



8.	<p><b>Compensation of tendering</b></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><b>Check documents.</b></p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> <p><b>Nkangala District Municipality 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.</b></p>						
10.	<p><b>Confidentiality and Copyright of Documents.</b></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><b>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 NDM, 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 NDM 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.</b></p>						
11.	<p><b>Clarification Meeting</b></p> <table border="1"> <tr> <td>Date</td><td>30 January 2026</td></tr> <tr> <td>Time</td><td>10:00am</td></tr> <tr> <td>Venue</td><td>Nkangala District Municipality Building offices</td></tr> </table>	Date	30 January 2026	Time	10:00am	Venue	Nkangala District Municipality Building offices
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12.	<b>Submitting tender offer:</b>						
12.1	No Tender document will be considered unless submitted on Council'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	<p>Tenders must be deposited in the tender box clearly marked:</p> <p><b>APPOINTMENT OF A SERVICE PROVIDER FOR BIODIVERSITY MAPPING AND UPDATE OF THE NKANGALA DISTRICT BIOREGIONAL PLAN FOR THE 2025/2026 FINANCIAL YEAR (RE-ADVERT)</b></p> <p><b>Location of tender Box:</b> Main Entrance Ground floor Nkangala DM Building</p> <p><b>Physical Address:</b> Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p>						



13.	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.						
14.	All tender received by the Nkangala District Municipality 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.	<b>Closing Time:</b>						
16.1	<p>The time and location for opening of the Tender offers are:</p> <table border="1"> <tr> <td><b>Closing Time:</b></td><td><b>12:00</b></td></tr> <tr> <td><b>Closing Date:</b></td><td><b>20 February 2026</b></td></tr> <tr> <td><b>Location:</b></td><td><b>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</b></td></tr> </table>	<b>Closing Time:</b>	<b>12:00</b>	<b>Closing Date:</b>	<b>20 February 2026</b>	<b>Location:</b>	<b>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</b>
<b>Closing Time:</b>	<b>12:00</b>						
<b>Closing Date:</b>	<b>20 February 2026</b>						
<b>Location:</b>	<b>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</b>						
16.2	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 NDM.						
17	<p><b>Pricing the tender</b></p> <p>State the rates and prices in Rand.</p>						
18	<p><b>Alterations to the Tender Documents.</b></p> <p><b>No</b> alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document.</p>						
19	<p><b>Alternative tender offer.</b></p> <p><b>No</b> alternative tender offers will be considered or accepted.</p>						
20	<p><b>Tender Offer Validity</b></p> <p>The Tender offer validity period is <b>90</b> days from the closing date.</p>						
21	<p><b>Tender clarification after submission</b></p> <p>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.</p>						
22	<b>Tender evaluation points</b>						
22.1	The value of this bid is estimated not to exceed R 400 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable.						



22.2	<p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"> <li>(a) Price; and</li> <li>(b) Specific Goals</li> </ul>								
22.4	<p>The maximum points for this bid are allocated as follows:</p> <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><b>Total points for Price and Specific Goals</b></td><td><b>100</b></td></tr> </tbody> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	<b>Total points for Price and Specific Goals</b>	<b>100</b>
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<b>Total points for Price and Specific Goals</b>	<b>100</b>								
23.	<p><b>Evaluation of Tenders</b></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 NDM.</p>								
23.1	<p><b>The following steps will be followed in evaluation;</b></p> <ol style="list-style-type: none"> <li>1. Determination of whether or not tender offers are complete.</li> <li>2. Determination of whether or not tender offers are responsive.</li> <li>3. Determination of the reasonableness of tender offers.</li> <li>4. Confirmation of the eligibility of preferential points claimed by bidders.</li> <li>5. Determination of expertise and experience of bidders.</li> <li>6. Awarding of points for financial offer.</li> <li>7. Ranking of bidders according to the total points</li> <li>8. Performance of risk analysis by checking the capacity of the bidders</li> </ol>								
23.2	<p><b>Evaluation Criteria</b></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>								
24.	<p>Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p>								
25.	<p><b>Evaluation Criteria</b></p> <p>The evaluation, adjudication, and awarding of this tender will be conducted in terms of the Nkangala District Municipality Supply Chain Management Policy.</p> <p><b><u>A bidder must obtain a minimum of 43 out of 75 points on functionality to be considered for further evaluation on Price.</u></b></p> <p>The tender's responsiveness in relation to points is therefore summarized as follows:</p> <table border="1"> <thead> <tr> <th>Evaluation Category</th><th>Points</th></tr> </thead> <tbody> <tr> <td>Proposed Key Personnel</td><td>55</td></tr> </tbody> </table>	Evaluation Category	Points	Proposed Key Personnel	55				
Evaluation Category	Points								
Proposed Key Personnel	55								



Experience of the Firm	20
Total	75

**EVALUATION CRITERIA FOR PROJECT MANAGER / TEAM LEADER: Maximum 35 Points**  
**(Maximum Points obtainable 35)**

Project Manager		(Maximum Points obtainable 35)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications <b>(Note 1)</b>	Honours or higher in Environmental Management or Science / Natural Science/ Town Planning / GIS	No	15	
	Degree in Environmental Management or Science / Natural Science/ Town Planning / GIS	No	10	
	Diploma Environmental Management or Science / Natural Science/ Town Planning / GIS and below	Yes	0	
Professional Registration <b>(Note 2)</b>	Registration with a recognised professional council (e.g. SACNASP or SAGC or SACPLAN)	Yes	10	
<b>Sub Total</b>			<b>25</b>	
Experience of the project leader in biodiversity, GIS or land-use planning or environmental projects <b>(Note 3)</b>	0-3 Years	Yes	0	
	4-5 Years	No	3	
	6-7 Years	No	5	
	More than 7 Years	No	6	
	More than 10 years	No	10	
<b>Sub Total</b>			<b>10</b>	
Current Employment <b>(Note 4)</b>	Full time employed by the Consulting Firm Contracted for the duration of the project by the Firm	No	5	
<b>Sub Total</b>			<b>5</b>	
<b>TOTAL</b>			<b>35</b>	

**Project Manager**

**Note 1: Academic Qualifications**

Proof of academic qualifications in the form of certified copies not older than six (6) months must be attached to the Project Manager CVs. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body.

**Note 2: Professional Registration**

Proof of registration of the Project Manager with appropriate South African Professional Council or South African Geomatics Council (SAGC) and South African Council for Planners (SACPLAN),

**Note 3: Involvement of the Project Manager in Relevant and Comparable Projects**

The Project Manager must have at least three (3) years' experience in projects of similar nature and scope, specifically in biodiversity planning, spatial ecological assessments, or land-use planning that integrates environmental considerations. Acceptable evidence includes appointment letters, completion certificates, or client reference letters indicating the Project Manager's role and



responsibilities. These documents must contain verifiable contact details. Failure to provide such documentation will result in the bidder scoring zero (0) for this criterion and may result in elimination from further evaluation. The municipality reserves the right to verify all references.

**Note 4: Current Employment.**

Confirmation of current employment in the form of letter from the Firm's Director/s must be attached except in the event a Firm's Director is also the Project Manager. Where the Firm intends to contract the services of an External Consultant, proof or separate written confirmation must be attached to the CV by means of a signed letter by the Firm's Director/s on the Firm's Letterheads confirming the person's full time availability for the duration of a project as well as letter of acceptance by the External Consultant on his/her letterheads. Failure to provide this shall make the bidder to score zero (0) in this category

**EVALUATION CRITERIA FOR PROJECT SUPERVISOR**

Project Supervisor		(Maximum Points obtainable 35)		
Evaluation Criteria	Minimum Requirements	Elimination Factor	Points Obtainable	Points Claimed
Academic Qualifications (Note 5)	Degree in Environmental Science / Natural Science/ Planning / GIS	No	4	
	Diploma in Environmental Science / Natural Science/ Planning / GIS	Yes	2	
Professional Registration with the South African Professional Council (Note 6)	Registration with appropriate South African Professional Council (SACNASP)	No	2	
<b>Sub Total</b>			<b>6</b>	
Involvement in comparable projects (Note 7)	1-2 years	No	2	
	3-4 years	No	3	
	5-10 years	No	5	
<b>Sub Total</b>			<b>5</b>	
Current Employment (Note 8)	Full time employed by the Consulting Firm	No	4	



	Contracted for the duration of the project by the Firm	No	2	
<b>Sub Total</b>			4	
<b>TOTAL</b>			<b>15</b>	

**Note 5: Academic Qualifications**

Proof of academic qualifications must be submitted in the form of certified copies not older than six (6) months. For foreign qualifications, a certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to provide this documentation will result in zero points for this category.

**Note 6: Professional Registration**

Proof of current registration with an appropriate South African professional council (e.g., SACNASP) must be attached. This serves as verification of professional recognition and competence in the field.

**Note 7: Involvement in Relevant and Comparable Projects**

The Project Manager must have experience in a minimum of three (3) completed projects similar in scope, specifically biodiversity mapping, bioregional planning, ecological infrastructure, or land-use planning with environmental integration. Evidence must include copies of appointment letters, project completion certificates, or signed reference letters clearly stating the Project Manager's role and contributions. Each reference must include verifiable contact details. Failure to provide verifiable proof will result in zero (0) points for this criterion and may lead to elimination.

**Note 8: Current Employment**

Proof of current employment with the bidding firm must be provided. Where the Project Manager is an external consultant, a signed commitment letter from the consulting firm and a signed acceptance from the individual on their letterhead must be attached. These must confirm full-time availability for the project duration. Failure to submit these confirmations will result in a zero (0) score for this criterion.

**EXPERIENCE OF THE FIRM**

*(Maximum Points obtainable 20)*

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of relevant projects (Note 5)	0 Projects	Yes	0	
	1 – 5 Projects	No	5	
	6 - 10	No	10	
	11 upwards	No	20	
<b>SUB-TOTAL</b>			<b>20</b>	
<b>TOTAL</b>			<b>20</b>	





	<p><b>Note 09: Company's previous completed projects.</b></p> <p>Provide proof of the company's previous completed projects which in the form of appointment letters and testimonials must be attached. Verifiable references with contact details must be provided. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation.</p> <p><b>TOTAL SCORE: _____/75</b></p> <p><b>The tenderers that scored a minimum number of 43/75 points will qualify to be evaluated in terms of the 80/20 preference point systems.</b></p>
26.	<p><b>Technical adjudication and General Criteria</b></p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ol style="list-style-type: none"> <li>Compliance with Tender conditions.</li> <li>Technical specifications</li> </ol> <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 <b>REJECTION OF THE TENDER</b>, for example.</p> <ul style="list-style-type: none"> <li>A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.</li> <li>Pages to be completed, removed from the Tender document, and have therefore not been submitted.</li> <li>If tender document is not fully completed as required and as stipulated in the tender data.</li> <li>If any tender document is tempered with or it is unbanded or unbundled.</li> <li>Failure to complete the schedule of quantities as required – only lump sums provided.</li> <li>Scratching out without initialling next to the amended rates or information.</li> <li>Writing over / painting out rates / the use of tippex or any erasable ink, e.g., pencil.</li> <li>The Tender has not been properly signed by a party having the authority to do so, according to the <b>Form – E “Authority for Signatory”</b>.</li> <li>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.</li> <li>Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> </ul>



	<ul style="list-style-type: none"> <li>• The Tenderer's attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.</li> <li>• The Tender has been submitted after the relevant closing date and time.</li> <li>• Failure to complete and sign Form C1.1 Form of Offer and Acceptance</li> <li>• 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.</li> </ul> <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>
27.	<p><b>Size of enterprise and current workload</b></p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Previous and expected current experience of the company.</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul>
28.	<p><b>Proposed Key Personnel</b></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"> <li>○ Position in the firm and within the organisation of this assignment</li> <li>○ PDI status (describing population group, gender and disabilities)</li> <li>○ Educational qualifications</li> <li>○ Professional Registrations</li> <li>○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.</li> <li>○ Language proficiency and</li> <li>○ References (company name, individual name, position held, contact details)</li> </ul> <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>
29.	<p><b>Previous experience</b></p> <p>Provide proof of company's experience in the form of appointment letters and Purchase Orders in similar projects. Failure to attach proof of experience of the firm will warrant zero points.</p>
30.	<p><b>Third party public liability insurance</b></p> <p>The Service Provider shall provide the Professional Indemnity (PI) Insurance cover of</p>



	R2 000 000.00 or more.
<b>31.</b>	<b>Good standing with SA Revenue Services</b> <ul style="list-style-type: none"> <li>Determine whether an original valid tax clearance certificate has been submitted.</li> <li>The Tenderer <b>must affix A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.</b></li> </ul>
<b>32.1</b>	If the Tender does <b>not</b> meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
<b>32.</b>	<b>Penalties</b> The Nkangala District Municipality 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: <ul style="list-style-type: none"> <li>Cancel the contract and recover all losses or damages incurred or sustained from the Bidder.</li> <li>Impose a financial penalty at the discretion of Council</li> <li>Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years</li> </ul>
<b>33.</b>	<b>The additional conditions of Tender are:</b> <ol style="list-style-type: none"> <li>Service providers who has scored the highest points for Price and Specific Goals in terms of the Preferential Procurement Regulations 2022 will be appointed.</li> <li>Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li> <li>The Nkangala District Municipality 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.</li> </ol>