



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050					
2.	Tender Documents					
	Tendering Procedures Tender notice and invitation to tender Tender data Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data Pricing Data Pricing Instruction Bill of Quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy					
3.	Interpretation 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.					
4	Communication. The Employer's Representative is; <table><tr><td><u>Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006</td><td><u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / 7</td><td><u>Technical Enquiries</u> Mr AJ Skosana P.O. Box 437 Middelburg 1050 Tel: 013 249 2004/30</td></tr></table>			<u>Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006	<u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / 7	<u>Technical Enquiries</u> Mr AJ Skosana P.O. Box 437 Middelburg 1050 Tel: 013 249 2004/30
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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 - The Service provider must have completed Rural roads Assets Management Systems projects with the various Municipalities - The Service provider must provide a valid proof Professional Indemnity Insurance of R500 000.00
6.	Professional Indemnity Insurance The Employer shall not award a contract to any bidder that does not hold a valid professional indemnity insurance policy cover amount not less than R 500 000.00 per claim. The service provider may be requested to increase the indemnity insurance should a need arise.
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 District Municipality.
8	Tenderer Obligations
8.1	The Council 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: - Control - Management - Operations - Risk - 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 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.
8.4	At the request of the Head of Department (Council'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 Council's responsible Committee on the award of the contract be formulated.



9.	Compensation of tendering 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.						
10.	Check documents The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission. 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.						
11.	Clarification Meeting A compulsory clarification meeting will be held on: <table border="1"> <tr> <td>Time:</td><td>10:00am</td></tr> <tr> <td>Date:</td><td>11 Augst 2026</td></tr> <tr> <td>Location:</td><td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td></tr> </table>	Time:	10:00am	Date:	11 Augst 2026	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
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Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050						
11.1	In the case of a Joint Venture a representative of each of the Companies in the Joint Venture partnership should attend the meeting.						
11.2	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						
12.	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 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 as a result of the processing of any personal information that you submit.						
13.	Submitting tender offer:						



13.1	No Tender document will be considered unless submitted on Council's Official Tender Document						
13.2	Return all the returnable documents to the employer after completing them.						
13.3	Tenders must be deposited in the tender box clearly marked: PROJECT NO. 7302/14 - PROFESSIONAL SERVICES FOR RURAL ROADS ASSETS MANAGEMENT SYSTEMS Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered						
13.4	All tenders received by the Nkangala District Municipality will remain in the Municipality'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	The time and location for opening of the Tender offers are: <table><tr><td>Closing Time:</td><td>12:00</td></tr><tr><td>Closing Date:</td><td>04 September 2026</td></tr><tr><td>Location:</td><td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td></tr></table> Tenders will be opened in public at the same time and prices will be read out.	Closing Time:	12:00	Closing Date:	04 September 2026	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
Closing Time:	12:00						
Closing Date:	04 September 2026						
Location:	Nkangala District Municipality 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 NDM.						
15.	Pricing the tender State the rates and prices in Rand						
16.	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						
17	Alternative tender offer. No alternative tender offers will be considered or accepted						



18	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
19.	Tender clarification after submission 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.								
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	Preference points for this bid shall be awarded for: (a) Price; and (b) Specific goals.								
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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21.	Evaluation of Tenders 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. Clause 54 of the Supply Management Policy which entails balance between financial offer and functionality.								
21.1	The following steps will be followed in evaluation; 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	Evaluation Criteria 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.								



21.3

Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

22.

Tender Responsiveness

Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:

- Organising and Staffing
- Registration

The Organising and Staffing, Registration and are regarded as key and carry a combined total of 90 points.

Description	Points
Personnel	60
Experience of Firm on similar or comparable projects	40
TOTAL	100

22.1

The Consulting Firm’s tender responsiveness in relation to points is therefore summarized as follows:

Personnel60

Experience of Firm on similar or comparable projects40

TOTAL100

A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and Specific Goals.

Project Director / Team Leader : (Maximum Points obtainable 45)

Name of Project Director/Leader.....

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Below B.Eng. or BSc or B Tech in Civil Engineering	Yes	0	
	B.Eng. or BSc or B Tech in Civil Engineering	No	5	
	M. Eng or MSc or MTech in Civil Engineering and/or above	No	8	



Professional Registration (Note 2)	Not Professionally Registered as Pr. Eng or Pr. Tech Eng	Yes	0	
	Professional Engineer (Pr. Eng.) or Professional Engineering Technologist (Pr. Tech. Eng.)	No	2	
Sub-total			10	
Years of experience after qualification (Note 3)	0-4	Yes	0	
	5-7	No	3	
	8-9	No	5	
	10 and above	No	10	
Sub-total			10	
Years of experience after professional registration	0-2	Yes	0	
	3-5	No	3	
	6-9	No	8	
	10 and above	No	10	
Sub-Total			10	
Involvement in comparable projects (Note 4)	0-2	Yes	0	
	3-5	No	3	
	6-9	No	5	
	10 and above	No	10	
Sub-Total			10	
Current Employment (Note 5)	Full time employed by the Consulting Firm	No	5	
Sub-total			5	
Total			45	

Support Technologist / Technician: *(Maximum Points obtainable 15)*

Name of Support Engineer/Technologist/Technician:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Below Diploma in Civil Engineering	Yes	0	
	Diploma in Civil Engineering	No	2	



	B.Eng. or BSc or BTech in Civil Engineering and/or above	No	4	
Professional Registration (Note 2)	Candidate Engineering Technician / Technologist / Engineer	No	1	
	Pr.E.ng or Pr Techni. Eng or Pr Tech. Eng	No	2	
Sub-total			6	
Years of experience after qualification (Note 3)	0-1	No	0	
	2- 3	No	2	
	4 and above	No	3	
Sub-total			3	
Years of experience after professional registration	0-1	No	0	
	2- 3	No	2	
	4 and above	No	3	
Sub-total			3	
Involvement in comparable projects (Note 4)	0-1	Yes	0	
	2- 3	No	1	
	4 and above	No	2	
Sub-total			2	
Current Employment (Note 5)	Full time employed by the Consulting Firm	No	1	
Sub-total			1	
Total			15	

Note 1: Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a verification certificate from South African Qualifications Authority. The proposed Project Director/Team Leader shall be in possession of at least a Bachelors' Degree or B.Tech in Civil Engineering and must be registered as either Professional Engineer or Professional Engineering Technologist. The proposed Support Technician / Technologist shall be in possession of at least a National Diploma in Civil Engineering. Failure to provide this proof of academic qualifications will result in the project Leader/Director and/or Support Technician / Technologist being regarded as not having minimum prescribed qualifications, and will eliminate the tender from further evaluation.

Note 2: Professional Registration

Proof of registration of the Project Leader/ Director as Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA) must be attached. Failure to provide this proof of professional registration will result in the project Leader/Director being regarded as not professionally registered, and will eliminate the tender from further evaluation.



Note 3: Experience after qualification

A minimum of 5 years post qualification experience is required for a Team Leader, while a minimum of 2 years post qualification experience is required for Support Technologist. A minimum of 3 years' experience post professional registration is required for a Team Leader.

Note 4: Employment History (Involvement in comparable projects)

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.).

Note 5: Current Employment

Current employment in the form of letter from Employer must be attached. In the event a Project Director/Leader is his/her own Employer, a letter confirming same must still be attached. Where a confirmation letter is not available, current employment must then be clearly be indicated on the attached to the CV.

**Experience of Firm in Infrastructure Projects successfully implemented and completed
(Maximum Points obtainable 40)**

Evaluation Criteria	Minimum Required	Elimination Factor	Points Obtainable	Points Claimed
Experience on Rural Roads Assets Management Systems (RRAMS) Project and/or Provincial Roads Assets Management Systems (PRAMS) Project	0-2	Yes	0	
	3-5	No	20	
	6 and above	No	30	
Roads Master Plan Projects	0-1	Yes	0	
	2-3	No	5	
	4 and above	No	10	
Maximum Points obtainable			40	

Guideline to experience on similar or comparable projects

a) Experience in Civil Engineering comparable projects implemented and successfully completed

The Tenderer must attach BOTH the copies of Appointment Letters and Completion Certificates. Where a Completion Certificate is not available, a written confirmation of successful project completion of a project must be obtained from previous employer. Points claimed without these requested evidence documents will not be considered. Projects below the prescribed minimum will equal zero points.

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

- 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 unbundled 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 F- “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 municipality, or to any other municipality 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 municipality 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. Financial ability to execute the contract: Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following: • Professional indemnity insurance The Employer shall not award a contract to any bidder that does not hold a valid professional indemnity insurance policy cover amount not less than R 500 000.00 per claim. The service provider may be requested to increase the indemnity insurance should a need arise.
24.	Good standing with SA Revenue Services ▪ 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.	If the Tender does not 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.
26.	Penalties 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: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years
27.	Proposals 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 30. (Excluding appendices).
	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. The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.
28.	The additional conditions of Tender are: 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. 2. 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. 3. 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.