



PORT ST JOHNS
MUNICIPALITY
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INVITATION TO BID

Bid Number	Project Name	Technical Enquiries	Briefing session	Bid closing date
PSJLM-BTO-2025/26-01	Supply and delivery of stationery for period of two year	Ms Z. Jim 083 453 1584 zjim@psjmunipality.gov.za	N/A	09 Dec 2025
PSJLM-BTO-2025/26-02	Appointment of two service providers for supply and delivery of alternative energy for a period of one year	Ms V. Ndabeni 072 391 0445 vndabeni@psjmunipality.gov.za	N/A	26 Nov 2025
PSJLM-CORP-2025/26-03	Supply and delivery of cleaning material for a period of two years	Ms Z. Mahanjana 082 303 3509 zmahanjana@psjmunipality.gov.za	N/A	09 Dec 2025
PSJLM-BTO-2025/26-04	Supply and delivery of modified shipping containers	Ms Z. Jim 083 453 1584 zjim@psjmunipality.gov.za	N/A	26 Nov 2025
PSJLM-CORP-2025/26-05	Hygiene services for a period of one year	Ms Z. Mahanjana 082 303 3509 zmahanjana@psjmunipality.gov.za	N/A	26 Nov 2025
PSJLM-BTO-2025/26-06	Panel of service providers for the financial resource's mobilization revenue enhancement for PSJLM for a period of three years	Mrs Z. Sodladla 071 898 0543 zsodladla@psjmunipality.gov.za	N/A	09 Dec 2025
PSJLM-BTO-2025/26-07	Provision of indigent verification system for period of thirty-six months	Ms V. Ndabeni 072 391 0445 vndabeni@psjmunipality.gov.za	Date: 13 November 2025, Time: 10:00AM, Venue: Town hall	09 Dec 2025
PSJLM-BTO-2025/26-08	Provision of fleet management system for a period of three years	Mr K. Maalo 082 608 3152 kmaalo@psjmunipality.gov.za	Date:13 November /2025, Time: 12:00PM, Venue: Virtual	09 Dec 2025
PSJLM-BTO-2025/26-09	Appointment of two service providers for Supply, delivery, installation, fitting and alignment of tyres and batteries for municipal vehicles and plant for period of one year.	Mr K. Maalo 082 608 3152 kmaalo@psjmunipality.gov.za	N/A	26 Nov 2025

A compulsory briefing/clarification meeting with representatives of the Municipality will take place on the aforementioned date(s), time(s) and venue(s).

Tender Documents will also be uploaded on eTenders website www.etenders.gov.za and can be downloaded for free alternatively on the Port St Johns website (www.psjmunipality.gov.za).

Bids must be completed in black ink, enclosed in a sealed envelope clearly marked with the "Bid number, Project name and description", and deposited in the Tender Box situated at Reception Area (Municipal Town Hall), ERF 257 Main Street, Port St Johns not later than 11H00am on the dates mentioned above.

It must be expressly understood that the Municipality accepts no responsibility for ensuring that bid submissions sent by courier or post, or delivered in any other way, are deposited in the Tender Box. It is therefore preferable for the bidder to ensure that its bid submission is placed in the Tender Box by its own staff or representative(s).

EVALUATION OF BIDS IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK REGULATIONS, 2022:

Bids will be evaluated in three stages, namely

Stage 1: Mandatory Requirements

- Attach proof of registration with CSD.
- Attach joint Venture Agreement or Consortium Agreement signed and initialled on each page (if applicable).
- Attach proof of latest municipal rates and taxes statement of the bidder and each company director indicating that rates and taxes are not in arrears for more than 3 months. OR
- Attach a confirmation of address and exemption letter where the bidder and each company directors operate and/or reside in an area where rates and taxes and service charges are not billed. OR
- Attach a copy of a valid lease agreement where the bidder is leasing the property they are operating from. OR
- Attach a copy of a valid lease agreement where each company director is leasing the property they are residing in.

Stage 2: Functionality, Stage 3: Price and Specific Goals

Only bidders who meet all the requirements of stage 1 will proceed to be evaluated further in stage 2.

Tenders may only be submitted on tender documentation issued. No alterations may be made to the tender documentation. No late, faxed, e-mailed, telephonic or other electronically transmitted submissions will be accepted. Should a bidder commit any corrupt or fraudulent act during the bidding process, its tender shall be disqualified. The Municipality reserves the right to extend the tender advert period at its own discretion, by notice published in the Daily Dispatch Newspaper; the e-Tender Publication Portal, and by notice sent to all parties who attend the briefing session, if any. Bids will remain valid for a period of 90 days after the closing date of the bid. Enquiries can be directed as follows:

Supply Chain Management: Z. Jim Email: zjim@psjmunipality.gov.za Cell: 083 453 1584

Enquiries can be made from Monday to Friday between 08H00-13H00 and 13H30-16H30 and such enquiries will not be entertained five days before the tender closes.

Tenders will be evaluated in terms of the Supply Chain Management policy of the Port St Johns Municipality. The lowest tender will not necessarily be accepted, and the Municipality reserves the right to accept the whole or part of any tender or not to consider any tender not suitably endorsed. An 80/20-point system shall apply where 80 points is allocated for price and 20 points allocated for specific goals.

Mr S.Wana | Acting Municipal Manager