



PRINCE ALBERT MUNICIPALITY

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ADDENDUM – FORMAL TENDER

ADDENDUM NR. 1

CLARIFICATION ON BID SPECIFICATIONS

TENDER 45/2026 (PROVISION OF AN ELECTRONIC WEB-BASED PERFORMANCE MANAGEMENT SYSTEM AND RELATED CONSULTING ACTIVITIES FOR A CONTRACT PERIOD ENDING 30 JUNE 2029) was advertised under notice 45/2026 on 13 March 2026 on the municipal website, notice boards and e-Tender.

In respect of **Functionality Scoring (Page 72 of the tender document issued)**, criterion 2 (Experience of Key Personnel) requires the following documentation to be submitted:

- “Bidders must submit Curriculum Vitae (CVs) of the proposed key personnel (CEO, Directors, Managers/Specialists), clearly indicating their qualifications, years of relevant experience, and role in the project. CVs must be accompanied with certified copies of qualifications. The Municipality reserves the right to verify the information provided.”

Upon receiving requests for clarification, the municipality would like to clarify the following:

1. The “Key Personnel” refers to the **personnel that will be responsible for the implementation and oversight of the project at the municipality only.**
2. Bidders are therefore only required to submit the abovementioned documentation required for the key personnel responsible for the project at the municipality.
3. Bidders must provide an indication of who the key personnel will be on the project – See attached Annexure A (Listing of Key Personnel) to be completed and submitted with the tender.

We apologise for any inconvenience caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Willemse', written over a horizontal line.

DAVID-LEIGH WILLEMSE

Manager: Expenditure and SCM

09 April 2026

ANNEXURE A - KEY PERSONNEL FOR PROJECT IMPLEMENTATION

**Tender 45/2026 - PROVISION OF AN ELECTRONIC WEB-BASED PERFORMANCE MANAGEMENT
SYSTEM AND RELATED CONSULTING ACTIVITIES FOR A CONTRACT PERIOD ENDING 30 JUNE
2029**

INSTRUCTIONS:

1. Bidders are required to provide details of all key personnel who will be directly involved in the implementation and delivery of the project.
2. Only personnel committed to this project should be listed.
3. All information must be accurate and verifiable.
4. Supporting documents (CVs, qualifications, professional registrations) must be attached.
5. The Municipality reserves the right to verify any information provided.

NR	NAME AND SURNAME	POSITION ON PROJECT	YEARS OF EXPERIENCE	HIGHEST QUALIFICATION	PROFESSIONAL REGISTRATION (IF ANY / APPLICABLE)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Please include additional page if required.

DECLARATION BY BIDDER

I/We hereby confirm that the above personnel are available for the duration of the project and that the information provided is true and correct.

Name of Authorised Signatory: _____

Designation: _____

Signature: _____

Date: _____