



**GREATER TZANEEN MUNICIPALITY**  
**GROTER TZANEEN MUNISIPALITEIT**  
**MASIPALA WA TZANEEN**  
**MASEPALA WA TZANEEN**

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**SUPPLY CHAIN MANAGEMENT UNIT**  
**DEPARTMENT: CORPORATE SERVICES**

**BID DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER FOR WARD COMMITTEE CONFERENCE ACCOMODATION AND PACKAGE FOR 400 PEOPLE

**BID NO: SCMU 14/2026**

Bids are hereby invited from interested service providers for APPOINTMENT OF A SERVICE PROVIDER FOR WARD COMMITTEE CONFERENCE ACCOMODATION AND PACKAGE FOR 400 PEOPLE. Bid documents are obtainable at the Municipal website ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), Etenders and Supply Chain Offices; Agatha Street, **upon a non-refundable fee of R700.00** or deposited to the following banking details: **Greater Tzaneen Municipality; Absa Bank; Acc no: 4051444332 reference number please write the name of the company and bid Number.**

**Stage-1 Mandatory requirements**

**NB: BIDDERS MUST PROVIDE PROOF OF THE FOLLOWING TO AVOID DISQUALIFICATION:**

- Proof of purchase for tender document, including downloaded tender documents (attach receipt) EFT or Manually
- Venue to be within the vicinity of Mopani District

**Stage- 2 Administrative requirements:**

**NB: FAILURE TO SUBMIT ADMINISTRATIVE REQUIREMENTS MAY LEAD TO DISQUALIFICATION:**

- Copy of company registration certificate/ documents from CIPC
- Recently Certified ID copies of all directors
- Latest CSD registration summary report
- Copy/ printed Tax compliance status Pin or certificate.
- Statement of municipal rates and taxes for both company and directors appearing in the CK (not older than 3 months / if renting provide copy of Lease Agreement with 3 Months proof of payment only (No statements) /certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction / letter from traditional authority not older than 3 months for the company and the directors
- Joint Venture Agreement signed off by both parties (In case of a Joint Venture)

Completed bid documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Bid No: SCMU 14/2026, Postal Address and contact details of the bidder.

Bid document will be available at [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za), etenders and Supply chain Management office on the date of advert.

**Advert Publication date: 20 March 2026, Advert Number of days: 15 days. Closing date: 03 April 2026 @ 12:00. Public bid opening will take place.**

## **EVALUATION OF BIDS**

NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 points will be allocated based on the Specific Goals points scored.

### **Bidders shall take note of the following bid conditions:**

- a. Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.
- b. Specific goals in terms of the preferential procurement regulations 2022 will apply on this bid.
- c. Greater Tzaneen Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- d. Contract period: Once-off
- e. Council reserves the right to negotiate further conditions with the successful bidder.
- f. Council reserves the right not to appoint.
- g. No bidder will be appointed if not registered on Central Supplier Database.
- h. Late, incomplete, unsigned, faxed or emailed bids will not be accepted.

**Technical enquiries should be directed to Ms. M Mbhalati 015 307 8264/ Mr. N Ndlala @8255 and administrative enquiries relating to the tender be directed to Mrs. Z Ramothwala 015 307 8296 or Mr. MT Misunwa@8157**

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Mr. D Mhangwana  
Municipal Manager  
Greater Tzaneen Municipality