



# NKANDLA MUNICIPALITY – KZ286

Postal Address:  
Private Bag x 161  
NKANDLA  
3855

Physical Address:  
Marée Road  
Lot 292  
NKANDLA

Tel: 035-833 2040  
Web: [www.nkandla.gov.za](http://www.nkandla.gov.za)  
Email: [Lethiwe.Mtshali@nkandla.gov.za](mailto:Lethiwe.Mtshali@nkandla.gov.za)

Ref: 8/1/3/2/1/1  
Date: 16/02/2026

## INVITATION TO TENDER

### PROVISION OF PAYROLL SYSTEM

### BID NUMBER: NKA/COR04/25/26

The Nkandla municipality herewith extends this invitation to call for tenders from existing and experienced service providers who meet the eligibility criteria set out in the tender. The contract entails the supply, delivery, installation and commissioning of electronic human resource management system, payroll system (inclusive of support services) for a period of three years. **Detailed Specification contained in the tender document.**

#### BID DOCUMENTS FOR ABOVE BID

The physical address for collection of bid documents is Nkandla Municipality, Finance Department Main Building, Lot 292, Maree Road, Nkandla, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 740.00** (inclusive of VAT), having been made at the Municipal Finance Department, or deposited on the municipal bank account: FNB; Account No 62720610717, Branch 220930 (Use company name and bid number as reference). **Bid documents will be available as from 08H00 on Monday 23 February 2026 to 13H00 on Friday 27 February 2026** and will also be made available on [www.nkandla.gov.za](http://www.nkandla.gov.za) and [www.etenders.gov.za](http://www.etenders.gov.za).

#### SUBMISSIONS

Duly completed bid documents sealed in an envelope, endorsed with tender number and Project Name are to be deposited in the Tender Box at the Municipal Offices, Lot 292 Maree Road, Nkandla, by no later than **Monday at 11h00 on the 23rd of March 2026 (closing date)**, at which time the bids will be opened in public. Bids are to be submitted on the bid documentation provided by the Municipality.

#### SUPPORTING DOCUMENTS AND CONDITIONS

Nkandla Municipality's SCM policy will apply. Bidders are required to submit mandatory documents: CSD registration report, proof of municipal rates (i.e. municipal rate certificate/lease agreement/council letter, any of the directors should not be in arrears for more than 3 months), and fully completed bid document where bidders will be required to provide them to proceed to next stage. The Council reserves the right to negotiate further conditions and requirements with the successful bidder and reserve the right not to appoint. Bids that are late, incomplete, unsigned, faxed or e-mailed will not be accepted or considered. The municipality will accept no responsibility for the late

delivery of bids by courier services or any other forms of mailing. Bids shall remain valid for 90 days from the closing date (23 March 2026).

### **EVALUATION CRITERIA**

**The above Bid will be evaluated and adjudicated according to the following criteria:**

Nkandla Local Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). The 80/20 preference points system will be applicable during the evaluation and adjudication of this bid. The amended PPPFA regulation 2022 will be used.

- **STAGE 1: COMPLIANCE TO MANDATORY**, Failure to comply with all the mandatory information as requested above will result in the proposal being deemed nonresponsive.
- **STAGE 2: FUNCTIONALITY**, Proposals will be subjected to a prequalification in terms of functionality, Functionality: 100 points, 50 points for experience, 30 points for capacity and 20 points for key personnel. Minimum qualifying points will be 70 points for further evaluation.
- **STAGE 3: PREFERENTIAL POINTS SYSTEM**, (80/20); 80 for price and 20 for specific goals (RDP Goals). **Detailed evaluation criteria contained in the tender document.**

**For further information please contact the following:**

	<b>Name &amp; Surname</b>	<b>Telephone</b>	<b>E-mail</b>
Technical enquiries	Mrs TW Thethwayo	035 833 2068	Thobeka.Tetwayo@nkandla.gov.za
SCM Related Enquiries	Ms. LN Mtshali	035 833 2040	Lethiwe.Mtshali@nkandla.gov.za



**Miss N.P Dlamini**  
**Municipal Manager**