



NKANDLA MUNICIPALITY – KZ286

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Physical Address:
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NKANDLA

Tel: 035-833 2040
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Ref: 8/1/3/2/1/1
Date: 18/05/2026

INVITATION TO TENDER

PANEL OF TRAVELLING AGENCIES BID NUMBER: NKA/BTO04/25/26

Nkandla Municipality hereby invites a suitably qualified and experienced service provider registered with IATA/ ASATA to serve on the panel of travel agencies for a period of three years. **Detailed Specification is contained in the tender document.**

PANEL OF ADVERTISING AGENCIES BID NUMBER: NKA/BTO05/25/26

Nkandla Municipality hereby invites a suitably qualified and experienced service provider registered with ACASA/ CXSA to serve on the panel of advertising agency for a period of three years. **Detailed Specification is contained in the tender document.**

BID DOCUMENTS FOR ABOVE BIDS

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 772.00** (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 25 May 2026 to 13H00 on Friday 29 May 2026** and will also be made available on www.nkandla.gov.za and www.etenders.gov.za.

SUBMISSIONS

Duly completed bid documents sealed in an envelopes, 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 22nd of June 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: accreditation certificate, proof of municipal rates (i.e. municipal rate certificate/lease agreement/council letter, any of the directors should not be in arrears) and or 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 reserves 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 (22 June 2026). The bidders who are restricted in doing business with the state and who are in a default register are prohibited. The bidders whose tax matters are not in order will be disqualified.

EVALUATION CRITERIA

The above Bids 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 amended PPPFA regulation 2022 will be used.

- **STAGE 1: COMPLIANCE TO MANDATORY**, Failure to comply with all the mandatory information as requested will result in the bid being deemed non-responsive and disqualified.
- **STAGE 2: FUNCTIONALITY**, 100 points (Minimum threshold of 70 points) being 50 points for experience and 50 points for capacity. **Detailed evaluation criteria contained in the tender document.**

NOTE: All bids failing to score the minimum score of 70 points will be rejected.

For further information please contact the following:

	Name & Surname	Telephone	E-mail
Technical enquiries	Mr MEO Mkhize	035 833 2009	Mbusiseni.Mkhize@nkandla.gov.za
SCM Related Enquiries	Ms. LN Mtshali	035 833 2040	Lethiwe.Mtshali@nkandla.gov.za



Miss N.P Dlamini
Municipal Manager