

## **HANTAM MUNICIPALITY**

### **TENDER NOTICE & INVITATION TO TENDER**

Formal tender sealed and clearly marked **“NC065/T15/2025– Appointment of a suitably qualified service provider for the supply, delivery, installation and commissioning of an integrated MSCOA-compliant financial management system including support and maintenance for a period of 5 years. ”** must be placed in the Municipal tender box at the Head Office of Hantam Municipality at 20 Dr Nelson Mandela Drive, Calvinia, 8190 no later than 12h00 on Friday, 06 February 2026 and will be opened in public immediately.

This tender/invitation is based on the two-stage bidding process as prescribed by the Supply Chain Management Regulations of 2022, and the Supply Chain Management Policy of Hantam Municipality, which will be applicable for this tender.

**The first stage of the tender is where bidders are requested to submit technical proposals on conceptual design, performance specifications, or commercial clarifications and adjustments.**

**The second stage of this tender is where the final technical proposals and priced bids should be submitted.**

The municipality reserves the right to withdraw any invitation to tender and / or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest tender or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

Formal tenders will be evaluated and adjudicated in terms of 80/20 Preference Point System as prescribed by the Municipality's Supply Chain Management Policy. Furthermore, all tenders received shall be evaluated in accordance with the Municipal Finance Management Act, act 56 of 2003 (read with its accompanying supply chain management regulations).

Any technical enquiries can be made to Mr. R. Ferris at tel. no. .027 341 8500, email [cfo@hantam.gov.za](mailto:cfo@hantam.gov.za) or Mr. A. Pieters at tel. no. :027 341 8500, email [apieters@hantam.gov.za](mailto:apieters@hantam.gov.za) .

#### **Following conditions will apply to the tender:**

- The Tenderer **MUST** be registered on the Central Supplier Database (CSD) of National Treasury. Proof of registration should be attached to the tender document (CSD REPORT);
- A Valid and Original Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS should accompany your document or a certified copy of the original Tax Clearance Certificate/ PIN;
- Certified copy of the latest Municipal Account on the address of the business **AND** that of the directors, as per CK1 **MUST** accompany the bid document (NB. Bidders may not be in arrears for more than three months with municipal rates and service charges)/ if business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document;
- Certified copies of Identity Documents (ID's) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.
- Company registration documents must be submitted with the bid documents.
- *Price quoted must be valid for at least 120 days;*
- *Price quoted must be firm and inclusive of VAT;*
- Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted;
- Bids must only be submitted on the documentation provided by the Hantam Municipality (original Bid Documents) and be completed with black ink;
- The Supply Chain Management Policy of Hantam Local Municipality will apply.
- The Supply Chain Management Regulations of 2022 and PPPFA regulations will apply.
- Local Production and Content: Not Applicable for this tender.

- **Functionality Evaluation Criteria will be applicable for this tender:** Only those tenderers who score the minimum of 80 points in respect of the criteria are eligible for further evaluation.
- **Specific goals (20 Points):**
  - 1. Locality – **10 Points**.
  - 2. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations – **10 Points**.
- **The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations. 10-Points will be allocated as follows for this specific goal:**

Submit <b>three</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	10 Points
Submit <b>two</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	5 Points
Submit <b>one</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	1 Point

- **Locality Points Scoring (10 Points)**

Locality of Tenderer's Offices	Number of Points (80/20 System)	Number of Points (90/10 System)
Within the borders of the Northern Cape	4	2
Within the borders of Hantam Municipality	10	5

- The tender who are situated within the borders of Hantam Municipality will receive a total of 10 points as they are located also within the borders of the Northern Cape. Point scoring will be based on the 80/20-point system.
- The clarification meeting for this tender will be held on Friday, 16 January 2026 @10:00 am, at the Head Office of Hantam Municipality at 20 Dr Nelson Mandela Drive, Calvinia, 8190. Only service providers who attended the clarification meeting will be allowed to submit a proposal/bid for this tender.

**Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.**

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

No tender will be considered to persons in the service of the state.

Tender Documents will be made available from Friday, 16<sup>th</sup> of January 2026.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database of National Treasury, register without delay by completing the prescribed form or log onto [www.csd.gov.za/register](http://www.csd.gov.za/register). Application forms are obtainable on our website.

**A set of tender documents with detailed specifications can be obtained from Mr. A. M. Pieters, Supply Chain Management at Hantam Municipality, 20 Dr Nelson Mandela Drive, Calvinia, 8190, Email: [apieters@hantam.gov.za](mailto:apieters@hantam.gov.za) or at (027) 341 8500 before the specified date and time. The tender document will be compiled by the municipality and will be available for purchase at a fee of R762.95 from Friday, 16<sup>th</sup> of January 2026 to prospective service providers. Tender documents may be purchased before the clarification meeting.**

**Mr. J. Fortuin  
MUNICIPAL MANAGER**