



NOTICE AND INVITATION

TO BID

EDM/16/2025-26

APPOINTMENT OF A SERVICE PROVIDER TO RENDER PHYSICAL SECURITY SERVICES AT THE OFFICES OF EHLANZENI DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS

EHLANZENI DISTRICT MUNICIPALITY HEREBY INVITES BIDS FOR THE ABOVE-MENTIONED TENDER

1. Only tenderers who have provided the following mandatory information and documents to be used to evaluate the tenderers' responsiveness will be considered for further evaluation on functionality and preference specific goals.
 - 1.1 Only tenderers who are registered on the Central Supplier Database (CSD) will be considered and the copy of the CSD report not older than three months be submitted,
 - 1.2 Form of offer must be firm, VAT and other tax inclusive and valid at least Ninety (90) days from the closing date.
 - 1.3 No tender shall be considered for the person who are in the service of the state,
 - 1.4 Valid SARS PIN certificate must be attached,
 - 1.5 Attached certified copy of company registration documents issued by the Companies and Intellectual Property Commission (CIPC) and tenderer must attach shareholder's certificates where applicable.
 - 1.6 Attach certified copies of identity documents (ID) of all company directors,
 - 1.7 Attach verifiable Municipal Account/s not older than three months for both the tenderer and entity owner or directors. In areas where the municipalities are not issuing municipal accounts, attach valid lease agreements or confirmation of residence or address for both the tenderer and entity owner or directors issued by a relevant authority not older than three months.
 - 1.8 Attach certified copy of registration with the Private Security Industry regulatory authority (PSIRA).
 - 1.9 Attach verifiable valid letter from the Department of Employment and Labour for COIDA registration.
 - 1.10 Fully completed tender document as issued and signed and submitted on the PDF document that has been issued. All certified documents must not be older than three months.
 - 1.11 Tenderers are advised not to commit any fraudulent activities, including forgery of documents. All abuses of the Supply Chain Management (SCM) systems including but not limited to forgery of returnable documents, may be reported to the South African Police Service (SAPS) and restricted from doing business with any public institution or organ of the state for a period not exceeding 10 years in line with the Prevention of Fraud and Corrupt Activities Act 12 of 2004.
2. The tender will be evaluated on the 80/20 Preference Points system in accordance with Preferential Procurement Policy of the Ehlanzeni District Municipality. The preference points system will be applied as follows: -
 - 2.1 The 80 points will be for price
 - 2.2 The 20 points will be allocated for the specific goals on a proportional or pro rata basis as mentioned below:
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POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned enterprise	5,0	➤ A copy of a Full CSD report not older than 3 months
More than 30% woman or women shareholding or owned enterprise	2,5	
More than 30% youth shareholding or owned enterprise	2,5	
More than 30% people living with disability shareholding or owned enterprise	2,5	➤ A copy of a Medical Certificate to confirm disability or stated on the CSD report.
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as * EMEs located within the Ehlanzeni District Municipality area of jurisdiction	2,5	➤ A copy of a Full CSD report not older than 3 months NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required above.
B-BBEE level 1 contribution	5,0	➤ Certified Valid B-BBEE certificate; or ➤ Certified Valid EME and SME a sworn affidavit; or ➤ Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership.
TOTAL PREFERENCE POINTS TO BE CLAIMED	20,0	

* EME's are exempted Micro Enterprise with an annual turnover of R 10 million or less.

* All the certified documents as stated must not be older than three years.

Received tenders will be evaluated for responsiveness based on mandatory requirements and functionality. Tenderers must obtain a minimum of 70 functionality points out of a possible 100 points to qualify for further evaluation in line with the 80/20 Price and Preference Points System.

Bid documents can be viewed and downloaded at no cost on the Document Sharing and Collaboration Platform or Portal (NEPTUNE): <http://edmservices.ehlanzeni.gov.za> and National Treasury Portal from **Tuesday, 04 November 2025**. Further information regarding the downloading and uploading of documents will be explained at the compulsory briefing session.

A compulsory briefing session will be held on **Thursday, 06 November 2025, 10H00 at Ehlanzeni District Municipality Office Complex, DMC, 8 Van Niekerk Street, Sonheuwel Central, Mbombela, 1201.**

Where bids should be submitted - Completed bid and other returnable documents must be submitted only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za> on or before **Thursday, 13 November 2022** not later than **12H00**.

Enquiries: Contact Person - ADMINISTRATION: Mr. P Khumalo at 013 759 8-573 or pkhumalo@ehlanzeni.gov.za

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