

TENDER DATA

1.	The Employer is: Nkangala Economic Development Agency P.O Box 437 Middelburg 1050							
2.	Tender Documents							
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>							
3.	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.							
4	Communication. The Employer's Representative is;							
4.1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Accounting Officer;</u></th><th style="text-align: left; padding: 5px;"><u>Procurement Enquiries.</u></th><th style="text-align: left; padding: 5px;"><u>Technical Enquiries.</u></th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">Dr ME Mosola P. O. Box 437 Middelburg 1050. Tel: 013 249 2225</td><td style="padding: 5px;">Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104/ 5 / 6 / 7</td><td style="padding: 5px;">Mr KC Chauke P.O. Box 437 Middelburg 1050 Tel : 013 249 2226</td></tr> </tbody> </table> <p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.</p>		<u>Accounting Officer;</u>	<u>Procurement Enquiries.</u>	<u>Technical Enquiries.</u>	Dr ME Mosola P. O. Box 437 Middelburg 1050. Tel: 013 249 2225	Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104/ 5 / 6 / 7	Mr KC Chauke P.O. Box 437 Middelburg 1050 Tel : 013 249 2226
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5	The Employer's right to accept or reject any tender offer The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala Economic Development Agency.							

6	Tenderer Obligations
6.1	The Agency retains the right to call for any additional information that it may deem necessary
6.2	<p>If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards.</p> <p>Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
6.3	If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Agency, any commission, gratuity, gift or other consideration, The Agency shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
6.4	At the request of the Accounting Officer or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Agency's responsible Committee on the award of the contract be formulated,
7.	Eligibility <p>Bidders will be evaluated based on their experience in completing assignments similar to the scope of work outlined in this tender. Companies that have completed no similar projects will be eliminated from further evaluation.</p>
8	Compensation of tendering <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
9	Check documents <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
10.1	Confidentiality and Copyright of Documents. <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>
10.2	Clarification Meeting <p>A compulsory briefing session will be held physically at Nkangala District Municipality on the 29th</p>

	September 2025 at 10H00.
11	Submitting tender offer:
11.1	No Tender document will be considered unless submitted on the NEDA's Official Tender Document
11.2	Return all the returnable documents to the employer after completing them.
11.3	<p>Tenders must be deposited in the tender box clearly marked: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SOURCE FUNDING FOR LOCAL ECONOMIC DEVELOPMENT (LED) PROJECTS AND PROJECT MANAGEMENT SERVICES IN RESPECT OF PROJECTS WITH SECURED FUNDS FOR A PERIOD OF THREE YEARS (36 MONTHS)</p> <p>Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p>
11.4	All tender received by the Nkangala Economic Development Agency will remain in the Agency's possession until after the stipulated closing date and time.
11.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered
12.	Closing Time:
12.1	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00 Closing Date: 20th October 2025 Location: Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</p> <p>Tenders will be opened in public at the same time.</p>
12.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NEDA.
13.	Pricing the tender State the rates and prices in Rand
14.	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document
15	Alternative tender offer. No alternative tender offers will be considered or accepted.

16	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
17	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.								
18	Tender evaluation points 18.1 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. 18.2 Preference points for this bid shall be awarded for: (a) Price; and (b) Specific Goals. 18.3 The maximum points for this bid are allocated as follows: <table border="1" data-bbox="268 925 1385 1128"> <tr> <th></th><th>POINTS</th></tr> <tr> <td>PRICE</td><td>80</td></tr> <tr> <td>SPECIFIC GOALS</td><td>20</td></tr> <tr> <td>Total points for Price and Specific Goals</td><td>100</td></tr> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and Specific Goals	100
	POINTS								
PRICE	80								
SPECIFIC GOALS	20								
Total points for Price and Specific Goals	100								
19.	Evaluation of Tenders The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NEDA.								
19.1	The following steps will be followed in evaluation; <ol style="list-style-type: none"> 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Awarding of points for financial offer. 6. Ranking of tenderers according to the total points 7. Performance of risk analysis by checking the credit record of the tenderers 								
19.2	Evaluation Criteria Company experience in similar projects will be evaluated based on the total number of completed similar assignments, as supported by valid documentation. The scoring will follow the scale outlined in Note 3, with a maximum of 30 points available. Failure to provide the above-mentioned documentation shall warrant a an elimination from further evaluation. Tenders are adjudicated in terms of NEDA Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.								

The company's tender responsiveness in relation to points is therefore summarized as follows:

ORGANISING AND STAFFING/PERSONNEL	TOTAL SCORES
Project Manager/Team Leader	20
Key personnel	20
Company Experience	30
Financial Capacity	20
Methodology and Approach	10
TOTAL	100

Specific goals

NOTES

Academic Qualifications

Proof of academic qualifications in the form of copies must be attached to all personnel. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body, namely SAQA (South African Qualifications Authority). Failure to provide this proof of academic qualifications will result in the Personnel being regarded as not having minimum prescribed qualifications, and will eliminate (if is an elimination factor) the tender from further evaluation or lose points if is not any elimination factor.

Project Manager / Team Leader: (*Maximum Points obtainable 20*)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Below National Diploma (NQF Level 6) in one of the following and in related fields: Accounting, Business Administration, Economics, Financial Management or Financial Accounting	Yes	0	
	National Diploma (NQF Level 6) in one of the following and in related fields: Accounting, Business Administration, Economics, Financial Management or Financial Accounting	No	10	
	Degree (NQF Level 7) in one of the following and in related fields: Accounting, Business Administration, Economics, Financial Management or Financial Accounting	No	15	
Sub-total			15	
Experience of Team Leader in similar projects or play key		Elimination		

role in running a business operations		Factor		
Involvement in comparable similar projects i.e. Fundraising and project management (projects must reflect on the CV)	0 - 2	No	2	
	3 - 4	No	3	
	5 - 7	No	4	
	8 and above	No	5	
Sub-total			5	
Total			20	

Key personnel: (Maximum Points obtainable 20)

Fundraising / Business Development Specialist

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Below National Diploma (NQF Level 6) in one of the following and in related fields: Business Administration, Economics, Commerce or Development Studies.	Yes	0	
	National Diploma (NQF Level 6) in one of the following and in related fields: Business Administration, Economics, Commerce or Development Studies.	No	5	
	Degree (NQF Level 7) in one of the following and in related fields: Accounting, Business Administration, Economics, Financial Management or Financial Accounting	No	7	
Sub-total			7	
Involvement in comparable similar projects i.e. fundraising/business development (projects must reflect on the CV)	0 - 2	Yes	0	
	3 - 5	No	2	
	6 and above	No	3	

Sub-total	3	
Total	10	

Project Management Specialist

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Below National Diploma (NQF Level 6) in one of the following and in related fields: Project Management, Engineering Management, Construction Management, Development Studies, or Business Administration.	Yes	0	
	National Diploma (NQF Level 6) in one of the following and in related fields: Project Management, Engineering Management, Construction Management, Development Studies, or Business Administration.	No	5	
	Degree (NQF Level 7) in one of the following and in related fields: Project Management, Engineering Management, Construction Management, Development Studies, or Business Administration.	No	7	
Sub-total			7	
Involvement in comparable similar projects i.e. Project Management (projects must reflect on the CV)	0 - 2	Yes	0	
	3 - 5	No	2	
	6 and above	No	3	
Sub-total			3	
Total			10	

COMPANY EXPERIENCE (Maximum Points obtainable 30)

Note 2: Company's previous assignments

It must be noted that a total point of 30 are obtainable by the Firm in relation to the requirements as mentioned on the table below. Provide proof of the company's previous similar assignments which is in the form of appointment letters. Failure to provide this shall warrant for scoring zero (0) in this category and shall further be eliminated for further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
	0 Projects	Yes	0	
Company experience in similar assignments (Note 3)	1– 3 Projects	No	10	
	4 – 6 Projects	No	20	
	7 and above similar assignments	No	30	
Sub-Total			30	
TOTAL			30	

FINANCIAL CAPACITY (Maximum Points obtainable 20)
Note 3: Financial Capacity

Bidders are required to submit financial statements that demonstrate the company's solvency and liquidity. Failure to provide such statements will result in disqualification from this category. A total of thirty (20) points can be obtained in relation to these requirements. Failure to submit this documentation will result in elimination from further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Financial Capacity (Note 2)	No submission of financial statements that shows that the bidder is solvent and liquid	Yes	0	
	1 Year financial statements that shows that the bidder is solvent and liquid	No	15	

	2 or more years financial statements that shows that the bidder is solvent and liquid	No	20	
Sub-Total			20	
TOTAL			20	

METHODOLOGY AND APPROACH (Maximum Points obtainable 10)

Note 3: Methodology and Approach

Bidders are required to submit a detailed methodology and approach outlining how the assignment will be executed. The methodology must demonstrate a clear understanding of the scope of work, proposed processes, timelines, and deliverables. A total of thirty (10) points will be allocated in relation to these requirements. Failure to provide a comprehensive methodology and approach will result in disqualification and elimination from further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Methodology and Approach (Note 3)	No submission of Submission of a comprehensive methodology and approach which includes among others the costs and payment schedule, timeline, approach and method, risks with mitigating measures, scope identification, preliminary and other applicable detail ascertaining sourcing of funds	No	0	
	Submission of a comprehensive	No	10	

	methodology and approach which includes among others the costs and payment schedule, timeline, approach and method, risks with mitigating measures, scope identification, preliminary and other applicable detail ascertaining sourcing of funds.			
Sub-Total			10	
TOTAL			10	

ORGANISING AND STAFFING/PERSONNEL		
PERSONNEL	TOTAL	SCORES
Project Manager/Team Leader	20	
Key personnel	20	
Company Experience	30	
Financial Capacity	20	
Methodology and Approach	10	
TOTAL	100	

A FIRM HAS OBTAIN A MINIMUM OF **70** POINTS OUT OF THE **100** PONTs ABOVE TO BE CONSIDERED FOR PRICE AND SPECIFIC GOALS EVALUATION

TOTAL SCORE: _____/100

19.3.1 Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical

specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbundled or unbundled.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form F – “Authority for Signatory”**
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form C1.1 Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.

19.3.2 **Size of enterprise and current workload**

- Evaluation of the Tenderer’s position in terms of:
- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

19.3.3 **Proposed Key Personnel**

In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV’s) for the Staff available named and working for the Tenderer. The CV should follow the normal Professional Format as used by Professional

Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- PDI status (describing population group, gender and disabilities)
- Educational qualifications
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services

19.3.4 **Previous experience**

The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years.

Evaluation of the Tenderer's position in terms of his/her previous experience. Emphasis will be placed on the following:

- Experience of contracts of similar size
- Service Provider to attach an appointment letter from previous experience.

19.3.5 **Financial ability to execute the contract:**

Evaluation of the Tenderer's financial ability to execute the contract will not be considered. Emphasis will be placed on the following:

- Professional Indemnity for R300 000 per claim

19.3.6 **Good standing with SA Revenue Services**

- Determine whether a valid tax clearance certificate has been submitted.
- The Tenderer **must affix A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must been submitted.**

19.3.7 If the Tender does **not** meet the requirements contained in the NEDA Procurement Policy, and the mentioned framework, it will be rejected by the Agency, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation

19.3.8 **Penalties**

The Nkangala Economic Development Agency will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Accounting Officer, one or more of the following penalties will be imposed:

	<ul style="list-style-type: none"> ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of the Agency. ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala Economic Development Agency for a period of 5 years.
20	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> 1. Service providers who has scored the highest points for Price and Specific Goals in terms of the Preferential Procurement Regulations 2022 will be appointed. 2. Nkangala Economic Development Agency may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 3 The Nkangala Economic Development Agency reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.