



## TENDER DATA

Clause							
1.	<p>The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050</p>						
2.	<p><b>Tendering procedures:</b> Tender notice and invitation to tender Tender Data</p> <p><b>Returnable documents</b> Returnable Schedules required for Tender Evaluation</p> <p><b>The Contract</b> <b>Agreements and contract data</b> Form of Offer and Acceptance Contract Data</p> <p><b>Pricing data</b> Pricing instructions Bills of quantities</p> <p><b>Terms of Reference</b> Terms of Reference</p> <p><b>Additional Relevant Documents</b> Supply Chain Management Policy</p>						
3.	<p><b>Interpretation</b></p> <p>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.</p>						
4.	<p><b>Communication.</b></p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Acting Accounting Officer</u></th> <th style="text-align: center;"><u>Procurement Eng.</u></th> <th style="text-align: center;"><u>Technical Enquiries</u></th> </tr> </thead> <tbody> <tr> <td>Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006</td> <td>Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</td> <td>Mrs TM Lengwate P.O. Box 437 Middelburg 1050 Tel: 013 249 2051</td> </tr> </tbody> </table> <p><b>4.1</b> 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>Acting Accounting Officer</u>	<u>Procurement Eng.</u>	<u>Technical Enquiries</u>	Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006	Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7	Mrs TM Lengwate P.O. Box 437 Middelburg 1050 Tel: 013 249 2051
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5.1	<p><b>The Employer's right to accept or reject any tender offer</b></p> <ul style="list-style-type: none"> <li>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 District Municipality.</li> </ul>
5.2	<p><b>NDM reserves the right to request original documents of the bidder upon appointment to be submitted to Commissioner of Oath.</b></p>
6.	<p><b>Tenderer Obligations</b></p>
6.1	<p>The Council retains the right to call for any additional information that it may deem necessary.</p>
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"> <li>Control</li> <li>Management</li> <li>Operations</li> <li>Risk</li> <li>Profit and Loss</li> </ol>
6.3	<p>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 Council, any commission, gratuity, gift or other consideration, The Council 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.</p>
6.4	<p>At the request of the Municipal Manager 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 to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated</p>
7.	<p><b>Tender Eligibility</b></p> <p>Only those bidders who have relevant experience on similar projects in terms of sourcing funding towards projects falling within the categories and provide Professional Indemnity Insurance of R100 000.00 for each claim are eligible to tender.</p>
8.	<p><b>Compensation of tendering</b></p> <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.	<p><b>Check documents.</b></p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>



	<p>Nkangala District Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel for review and certification by its Commissioner of Oath.</p>						
10.	<p><b>Confidentiality and Copyright of Documents.</b></p> <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> <p>In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NDM, or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.</p>						
11.	<p><b>Clarification Meeting</b></p> <table border="1"> <tr> <td>Date</td> <td>05 May 2026</td> </tr> <tr> <td>Time</td> <td>12:00pm</td> </tr> <tr> <td>Venue</td> <td>Physically at Nkangala District Municipality Building 2A Walter Sisulu Street Middelburg 1050</td> </tr> </table>	Date	05 May 2026	Time	12:00pm	Venue	Physically at Nkangala District Municipality Building 2A Walter Sisulu Street Middelburg 1050
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11.1	In the case of a Joint Venture a representative of each of the Companies in the Joint Venture partnership should attend the meeting.						
11.2	No individual may represent more than one tenderer at the compulsory briefing session. Non-completion in full of the fields required on the attendance register may lead to automatic disqualification						
12.	<b>Submitting tender offer:</b>						
12.1	No Tender document will be considered unless submitted on Council’s Official Tender Document						
12.2	Return all the returnable documents to the employer after completing them as per details on 17.1 below.						
12.3	<p>Tenders must be deposited in the tender box clearly marked:</p> <p><b>EXPRESSION OF INTEREST FOR A PANEL SOURCING OF FUNDING FOR A PERIOD OF THREE YEARS</b></p> <p><b>Location of tender Box:</b> Main Entrance Ground floor Nkangala DM Building</p> <p><b>Physical Address:</b> Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p>						
13.	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.						
14.	All tender received by the Nkangala District Municipality will remain in the Municipality’s possession as confidential until after the award is made.						



15.	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.						
16.	<p><b>Professional Indemnity Insurance</b></p> <p>The Employer shall not award a contract to any bidder that does not hold a valid professional indemnity insurance policy cover with an amount not less than <b>R100 000.00 per claim</b> for the duration of the contract.</p>						
17.	<b>Closing Time:</b>						
17.1	<p>The time and location for opening of the Tender offers are:</p> <table border="1" data-bbox="272 728 1121 947"> <tr> <td><b>Closing Time:</b></td> <td><b>12:00 pm</b></td> </tr> <tr> <td><b>Closing Date:</b></td> <td><b>26 May 2026</b></td> </tr> <tr> <td><b>Location:</b></td> <td><b>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</b></td> </tr> </table>	<b>Closing Time:</b>	<b>12:00 pm</b>	<b>Closing Date:</b>	<b>26 May 2026</b>	<b>Location:</b>	<b>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</b>
<b>Closing Time:</b>	<b>12:00 pm</b>						
<b>Closing Date:</b>	<b>26 May 2026</b>						
<b>Location:</b>	<b>Nkangala District Municipality Room D22 Ground Floor 2A Walter Sisulu Street Middelburg 1050</b>						
17.2	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 bidder or persons not concerned with such process until the award of the Tender has been announced by the NDM.						
18	<p><b>Pricing the tender</b></p> <p>State the rates and prices in Rand.</p>						
19	<p><b>Alterations to the Tender Documents.</b></p> <p><b>No</b> alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document.</p>						
20	<p><b>Alternative tender offer.</b></p> <p><b>No</b> alternative tender offers will be considered or accepted.</p>						
21	<p><b>Tender Offer Validity</b></p> <p>The Tender offer validity period is <b>90</b> days from the closing date.</p>						
22	<p><b>Tender clarification after submission</b></p> <p>A tender may be regarded as non-responsive if the bidder fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>						
23	<b>Tender evaluation points</b>						
23.1	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.						



23.2	<p>Preference points for this bid shall be awarded for:</p> <p>(a) Price; and (b) Specific Goals</p>								
23.4	<p>The maximum points for this bid are allocated as follows:</p> <table border="1" data-bbox="272 405 1187 613"> <thead> <tr> <th></th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td><b>PRICE</b></td> <td><b>80</b></td> </tr> <tr> <td><b>SPECIFIC GOALS</b></td> <td><b>20</b></td> </tr> <tr> <td><b>Total points for Price and Specific Goals</b></td> <td><b>100</b></td> </tr> </tbody> </table>		POINTS	<b>PRICE</b>	<b>80</b>	<b>SPECIFIC GOALS</b>	<b>20</b>	<b>Total points for Price and Specific Goals</b>	<b>100</b>
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24.	<p><b>Evaluation of Tenders</b></p> <p>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 NDM.</p>								
24.1	<p><b>The following steps will be followed in evaluation;</b></p> <ol style="list-style-type: none"> <li>1. Determination of whether or not tender offers are complete.</li> <li>2. Determination of whether or not tender offers are responsive.</li> <li>3. Determination of the reasonableness of tender offers.</li> <li>4. Confirmation of the eligibility of preferential points claimed by bidders.</li> <li>5. Determination of expertise and experience of bidders.</li> <li>6. Awarding of points for financial offer.</li> <li>7. Ranking of bidders according to the total points</li> <li>8. Performance of risk analysis by checking the capacity of the bidders</li> </ol>								
25.	<p>Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.</p>								
26.	<p><b>Evaluation Criteria</b></p>								
	<p>The procedure for the evaluation of responsive tender offer is the 80/20 preference. Pricing Low. does not guarantee appointment. Minimum quality point to be achieved in order to be considered for further evaluation is <b>70%</b>. Therefore, the bids will be-evaluated in <b>Three (03)</b> stages, namely:</p> <ol style="list-style-type: none"> <li>1) Stage 1: Responsiveness</li> <li>2) Stage 2: Functionality</li> <li>3) Stage 3: Preference point 80 — Price and 20 Specific goals scoring</li> </ol> <p>The tender’s responsiveness in relation to points is therefore summarized as follows:</p> <table border="1" data-bbox="272 1832 1394 1973"> <tbody> <tr> <td>Organising and Staffing</td> <td><b>30</b></td> </tr> <tr> <td>Approach and methodology</td> <td><b>20</b></td> </tr> <tr> <td>Experience of the firm</td> <td><b>40</b></td> </tr> <tr> <td>Total</td> <td><b>90</b></td> </tr> </tbody> </table> <p><b><u>A FIRM MUST OBTAIN A MINIMUM OF 70 POINTS OUT OF THE 90 POINTS ABOVE TO BE CONSIDERED FOR PRICE AND SPECIFIC GOALS.</u></b></p>	Organising and Staffing	<b>30</b>	Approach and methodology	<b>20</b>	Experience of the firm	<b>40</b>	Total	<b>90</b>
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Name of Project Leader: \_\_\_\_\_ (Maximum Points obtainable 30)

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	No formal Education	Yes	0	
	Diploma in Finance / Financial Management / Investment Management / Economics / Accounting / Public Finance / Public Administration / Development Finance	No	15	
	Doctors or Honours and Bachelor/ B-Tech Degree in Finance / Financial Management / Investment Management / Economics / Accounting / Public Finance / Public Administration / Development Finance	No	20	
<b>Sub-Total</b>			<b>20</b>	
Experience of Team Leader in Similar Projects		Elimination Factor		
Involvement in comparable projects (Note 2)	1-2	No	7	
	3 and above	No	10	
<b>Sub-Total</b>			<b>10</b>	
<b>Total</b>			<b>30</b>	

Approach and methodology (Maximum Points obtainable 20)

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points obtainable
Schedule Methodology: Provide a preliminary implementation programme and method statement as to how your company will undertake the process for the Sourcing of funds (Note 3)	Methodology is generic and not tailored to address the specific project objectives. Does not adequately deal with the critical characteristics of the project: The quality plan, manner in which risk is to be managed is too generic.	No	10	
	Methodology is specifically tailored to address specific project objectives and methods of work. Is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk is specifically tailored to the critical characteristics of the project.	No	15	
	The most important issues are exceptionally approached in an innovative and efficient way. Approach paper details ways to improve the project outcomes and the quality of	No	20	



	the outputs.			
<b>Sub-total</b>			<b>20</b>	
<b>EXPERIENCE OF THE FIRM</b>		<b>(Maximum Points obtainable 40)</b>		
<b>Experience of firm</b>				
<b>Evaluation Criteria</b>	<b>Minimum Required</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Experience of bidder in sourcing funding towards projects falling within the categories (Note 4)	1 to 3 projects	No	30	
	4 projects and above	No	40	
<b>Sub-total</b>			<b>40</b>	
<b>TOTAL SCORE: _____/90</b>				
<b>THE TENDERERS THAT SCORED A MINIMUM NUMBER OF 70 POINTS WILL QUALIFY TO BE EVALUATED IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEMS.</b>				
<b><u>NOTES</u></b>				
<b>Note 1: Academic Qualifications</b>				
Proof of academic qualifications in the form of copies must be attached for the key personnel CVs. Foreign Qualifications must be accompanied by a certificate from South African Qualification Authority (SAQA). Failure to attach proof of academic qualifications will result in the project manager being regarded as not having minimum prescribed qualifications and will eliminate the tender from further evaluation.				
<b>Note 2: Involvement in comparable projects</b>				
Proof of employment history and involvement in comparable projects must be contained in the curriculum vitae (CV). The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.).				
<b>Note 3: Approach and methodology</b>				
Service provider to attach a preliminary implementation programme and method statement				
<b>Note 4: Experience of the Firm</b>				
Tenderer must submit evidence of similar and successfully completed projects, the proof of company's experience must be in the form of <b>appointment letters</b> or <b>Reference letters</b> as supporting documents for the work done in similar projects. Failure to attach proof of experience of the firm will warrant zero (0) points and failure to provide the information shall warrant an elimination factor.				
<b>27.</b>	<b>Technical adjudication and General Criteria</b>			
	Tenders will be adjudicated in terms of inter alia:			



	<p>i. Compliance with Tender conditions.</p> <p>ii. Technical specifications</p> <p>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.</p> <p>Regarding the above, certain actions or errors are unacceptable and warrants <b>REJECTION OF THE TENDER</b>, for example.</p> <ul style="list-style-type: none"> <li>• A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.</li> <li>• Pages to be completed, removed from the Tender document, and have therefore not been submitted.</li> <li>• If tender document is not fully completed as required and as stipulated in the tender data.</li> <li>• If any tender document is tempered with or it is unbundled or unbundled.</li> <li>• Failure to complete the schedule of quantities as required – only lump sums provided.</li> <li>• Scratching out without initialling next to the amended rates or information.</li> <li>• Writing over / painting out rates / the use of tippex or any erasable ink, e.g., pencil.</li> <li>• The Tender has not been properly signed by a party having the authority to do so, according to the <b>Form – E “Authority for Signatory”</b>.</li> <li>• 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.</li> <li>• Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> <li>• The Tenderer’s attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.</li> <li>• The Tender has been submitted after the relevant closing date and time.</li> <li>• Failure to complete and sign Form C1.1 Form of Offer and Acceptance</li> <li>• 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.</li> </ul> <p>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</p>
<p>28.</p>	<p><b>Size of enterprise and current workload</b></p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Previous and expected current experience of the company.</li> <li>▪ Current contractual obligations</li> <li>▪ Capacity to execute the contract</li> </ul>
<p>29.</p>	<p><b>Proposed Key Personnel</b></p> <p>In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV’s) for the Staff available</p>



	<p>named and working on full time basis for the Bidder. The CV should follow the normal Professional Format as used by Professional Service Providers.</p> <p>Each CV should give at least the following:</p> <ul style="list-style-type: none"> <li>○ Position in the firm and within the organisation of this assignment</li> <li>○ PDI status (describing population group, gender and disabilities)</li> <li>○ Educational qualifications</li> <li>○ Professional Registrations</li> <li>○ Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.</li> <li>○ Language proficiency and</li> <li>○ References (company name, individual name, position held, contact details)</li> </ul> <p>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.</p>
<p><b>30.</b></p>	<p><b>Previous experience</b></p> <p>Tenderer must submit evidence of similar and successfully completed projects, the proof of company's experience must be in the form of appointment letters or reference as supporting documents for the work done in similar projects.</p>
<p><b>31.</b></p>	<p><b>Professional Indemnity Insurance</b></p> <p>The Employer will require that bidders provide a valid professional indemnity insurance cover of <b>R100 000.00 per claim</b></p>
<p><b>32.</b></p>	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>▪ Determine whether an original valid tax clearance certificate has been submitted.</li> <li>▪ The Tenderer <b>must affix A Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.</b></li> </ul>
<p><b>33.1</b></p>	<p>If the Tender does <b>not</b> meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
<p><b>34.</b></p>	<p><b>Penalties</b></p> <p>The Nkangala District Municipality 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 Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"> <li>▪ Cancel the contract and recover all losses or damages incurred or sustained from the Bidder.</li> <li>▪ Impose a financial penalty at the discretion of Council</li> <li>▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years</li> </ul>



35.

**The additional conditions of Tender are:**

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 District Municipality 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 District Municipality 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.