



APPOINTMENT OF ADDITIONAL PANEL OF SERVICE PROVIDER
TO TRANSPORT PEOPLE FROM VARIOUS LOCATION WITHIN
THE NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF
THREE (03) YEARS (AS AND WHEN REQUIRED)

TENDER DATA

Clause				
1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050			
2.	Tendering procedures: Tender notice and invitation to tender Tender Data Returnable documents Returnable Schedules required for Tender Evaluation The Contract Agreements and contract data Form of Offer and Acceptance Contract Data Pricing data Pricing instructions Bills of quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy			
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; <table><tr><td><u>Acting Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2012</td><td><u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7</td><td><u>Technical Enquiries</u> Mrs AM Motau P.O. Box 437 Middelburg 1050 Tel: 013 249 2104/2107</td></tr></table>	<u>Acting Accounting Officer</u> Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2012	<u>Procurement Eng.</u> Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 3 / 5 / 6 / 7	<u>Technical Enquiries</u> Mrs AM Motau P.O. Box 437 Middelburg 1050 Tel: 013 249 2104/2107
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4.1	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.
5.	The Employer's right to accept or reject any tender offer <ul style="list-style-type: none"> 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.
6.	Tenderer Obligations
6.1	The Council 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 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.
6.4	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
7.	Tender Eligibility <p>Only those bidders who satisfy the following criteria will be considered and eligible to submit tenders:</p> <ul style="list-style-type: none"> Tenderers that have experience and ability in offering transport service. Tenderers that have in their employ drivers with valid professional driving permit (PDP). Tenderers that have third party liability insurance from a recognised institution.
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</p>



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	aspects of the offer satisfy requirements.						
9.	<p>Check documents.</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>Confidentiality and Copyright of Documents.</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>Clarification Meeting</p> <table border="1"> <tr> <td>Date</td><td>21 August 2025</td></tr> <tr> <td>Time</td><td>12:00</td></tr> <tr> <td>Venue</td><td>Nkangala District Municipality</td></tr> </table>	Date	21 August 2025	Time	12:00	Venue	Nkangala District Municipality
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Venue	Nkangala District Municipality						
12.	Submitting tender offer:						
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>APPOINTMENT OF ADDITIONAL PANEL OF SERVICE PROVIDER TO TRANSPORT PEOPLE FROM VARIOUS LOCATION WITHIN THE NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS (AS AND WHEN REQUIRED)</p> <p>Location of tender Box: Main Entrance Ground floor Nkangala DM Building</p> <p>Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p>						
13.	Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.						



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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>Passenger Liability Insurance</p> <p>The Employer shall not award a contract to any bidder that does not hold a valid passenger liability insurance policy cover with an amount not less than R500 000.00 per claim for the duration of the contract.</p>
17.	Closing Time:
17.1	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 12:00</p> <p>Closing Date: 22 September 2025</p> <p>Location: Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</p>
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>Pricing the tender</p> <p>State the rates and prices in Rand.</p>
19	<p>Alterations to the Tender Documents.</p> <p>No 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>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted.</p>
21	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>
22	<p>Tender clarification after submission</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	Tender evaluation points
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.



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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"> <tr> <td></td><td>POINTS</td></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
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24.	<p>Evaluation of Tenders</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>The following steps will be followed in evaluation;</p> <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 bidders. 5. Determination of expertise and experience of bidders. 6. Awarding of points for financial offer. 7. Ranking of bidders according to the total points 8. Performance of risk analysis by checking the capacity of the bidders 								
24.2	<p>Evaluation Criteria</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous projects where the firm was involved.</p>								
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>Evaluation Criteria</p>								
	<p>The tender's responsiveness in relation to points is therefore summarized as follows:</p> <table> <tr> <td>• Personnel</td><td align="right">30</td></tr> <tr> <td>• Experience of firm</td><td align="right">20</td></tr> <tr> <td>• Vehicles</td><td align="right">40</td></tr> <tr> <td>Sub-Total</td><td align="right"><u>90</u></td></tr> </table>	• Personnel	30	• Experience of firm	20	• Vehicles	40	Sub-Total	<u>90</u>
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A firm must obtain a minimum of 60 points out of the 90 points above to be considered for price and specific goals.

PERSONNEL:

(Maximum Points obtainable 30)

Driver:		(Maximum Points obtainable 30)		
Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Professional Driving (Note 1)	Professional Driver Permit	Yes	15	
Sub-total			15	
		Elimination Factor	Points obtainable	Points Claimed
Involvement in Comparable Projects (Note 2)	1-2	Yes	0	
	3-4	No	3	
	5-6	No	5	
	7 upwards	No	10	
Sub-total			10	
Current Employment (Note 3)	Full time employed by the Contractor/ Service Company	No	5	
Sub-total			5	
Total			30	

EXPERIENCE OF THE FIRM

(Maximum Points obtainable 20)

The Tenderer must attach copies of Appointment Letters and Purchase Orders. Points claimed without these requested evidence documents will not be considered.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of relevant projects (Note 4)	1 – 5 Projects	Yes	0	
	6 - 10	No	15	
	10 upwards	No	20	
SUB-TOTAL			20	
TOTAL			20	

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Operating license		No	10	
SUB-TOTAL			10	
TOTAL			10	



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VEHICLES

(Maximum Points obtainable 40)

Evaluation Criteria	Minimum Required	Elimination factor	Points Obtainable (own)	Points Obtainable (lease)	Points Claimed
Firms vehicles: Proof of ownership of company vehicles must be attached (Note 5)	09 Seaters	No	10	5	
	13 Seaters	No	10	5	
	22 Seaters	No	10	5	
	65 Seaters	No	10	5	
SUB-TOTAL			40	20	
TOTAL				40	
GRAND TOTAL				90	

TOTAL SCORE: _____/90

The tenderers that scored a minimum number of 60 points will qualify to be evaluated in terms of the 80/20 preference point systems.

NOTES

Note 1: Professional Driving

A valid professional driving permit (PDP) must be attached. Failure to attach proof of professional driving of the driver will warrant zero (0) points and failure to provide the information shall warrant an elimination factor.

Note 2: Involvement in comparable projects

Proof of employment history must be contained in the curriculum vitae (CV). The CV must contain only necessary and relevant information for the purpose of this project, failure to provide the information shall warrant an elimination factor.

Note 3: Current Employment

Confirmation of current employment must be stipulated on the curriculum vitae (CV) of the Driver. Failure to provide the information will warrant zero (0)

Note 4: Experience of the Firm

Provide proof of company's experience in the form of appointment letters or Purchase Orders 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.



	<p>Note 5: Company's Vehicles</p> <p>It must be noted that a total of 40 points are obtainable by the service provider in relation to the requirements as mentioned on the table above. Proof of ownership of company's vehicle in form of vehicle registration certificates and Operating License either in the name of the company or of the directors. Proof of leasing of the vehicles to be attached in case where vehicles are being leased; failure to provide such a proof will result in the bidder scoring zero (0) points and shall warrant an elimination factor. The following documents must be attached where a vehicle is being leased:</p> <ul style="list-style-type: none"> • Lease agreement signed by both parties • Registration documents and operating license of delivery vehicle in the name of the lessor.
27.	<p>Technical adjudication and General Criteria</p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ol style="list-style-type: none"> Compliance with Tender conditions. Technical specifications <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 REJECTION OF THE TENDER, for example.</p> <ul style="list-style-type: none"> • 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 unbided 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 – E “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.



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	<ul style="list-style-type: none"> • 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. <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>
28.	<p>Size of enterprise and current workload</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Previous and expected current experience of the company. ▪ Current contractual obligations ▪ Capacity to execute the contract
29.	<p>Proposed Key Personnel</p> <p>In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV's) for the Staff available 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"> ○ Position in the firm and within the organisation of this assignment ○ PDI status (describing population group, gender and disabilities) ○ Educational qualifications ○ Professional Registrations ○ 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) <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>
30.	<p>Previous experience</p> <p>Provide proof of company's experience in the form of appointment letters/ Purchase Orders in similar projects. Failure to attach proof of experience of the firm will warrant zero points.</p>
31.	<p>Third party public liability insurance</p> <p>The Employer will require that bidders provide a valid third party public liability cover of R500 000.00 per claim</p>
32.	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none"> ▪ Determine whether an original valid tax clearance certificate has been submitted.



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	<ul style="list-style-type: none"> 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.
33.1	If the Tender does not 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.
34.	<p>Penalties</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"> Cancel the contract and recover all losses or damages incurred or sustained from the Bidder. Impose a financial penalty at the discretion of Council Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years
35.	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> Service providers who has scored the highest points for Price and Specific Goals in terms of the Preferential Procurement Regulations 2022 will be appointed. 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. 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.