



Sarah Baartman

DISTRICT MUNICIPALITY

Province of the Eastern Cape

progress through development

## INVITATION TO BID

# BID NO. 50/2025: RE-DESIGN, HOST AND MAINTAIN SBDM WEBSITE

Bids are invited from suitably experienced and qualified service providers for the "RE-DESIGN, HOST AND MAINTAIN SBDM WEBSITE" for Sarah Baartman District Municipality.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE:** Company registration (CK) documents and certified ID copies of directors / owners. Compulsory submission of fully completed and accurate MBD forms 4, 6.1, 8 and 9. A municipal statement of account covering a period of three (3) months or a signed lease agreement must be submitted. Should the afore-mentioned not be available, an affidavit declaring that a bidder does not owe municipality services for more than 90 days.

Evaluation criteria are 80/20 preference points system, where 80 points will be used for price and 10 points will be allocated for locality, and 10 points will be allocated for B-BBEE status level of contribution. Prospective bidders must be registered on the Central Supplier Database (CSD) The original document collected from the municipality must be submitted or, if documents are printed from the websites, the original, printed document must be submitted. Bids must only be submitted on the bid documentation provided by the Municipality.

Late, incomplete, facsimiled or emailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right not to accept part of or the full bid.

Bid documents with the necessary specifications will be available for free download on the e-tender portal (<https://etenders.treasury.gov.za>) or the Municipal website (<https://sarahbaartman.co.za>). **Hard copies can be obtained from the Supply Chain Management Unit, 4th Floor, 32 Govan Mbeki Avenue, Gqeberha, Tel. (041) 508 7007 at a fee of R219.20 to cover printing costs.**

**Bidders that do not obtain a minimum score of 75% on functionality criteria will be excluded from further evaluation. Functionality will be assessed as follows:**

Criteria	Maximum points
Experience of company in the Re-design, host and maintenance of websites.	40
Qualification of key personnel in Software Development or Information Technology/Science.	30
Experience of key personnel in web design, hosting and maintenance of websites.	30
<b>TOTAL</b>	<b>100</b>

Bids in a sealed envelope clearly marked "**BID NO. 50/2025: RE-DESIGN, HOST AND MAINTAIN SBDM WEBSITE**" must be placed in the **Bid Box on the 4th Floor, 32 Govan Mbeki Avenue, Gqeberha, before 12h00 noon on Friday, 22 May 2026.** Thereafter bids will be opened in public in **Committee Room 1, 6th Floor, 32 Govan Mbeki Avenue, Gqeberha.**

**All technical enquiries to be directed to:** Ms. Natasha Peterson, tel. (041) 508 7112, e-mail: [npeterson@sbdm.co.za](mailto:npeterson@sbdm.co.za) **and SCM enquiries to:** Ms. K. Notshulwana, tel. (041) 508 7007, e-mail: [knotshulwana@sbdm.co.za](mailto:knotshulwana@sbdm.co.za)

**NOTICE 78 OF 2025 DATED 22 APRIL 2026**

**MS. U. DANIELS: MUNICIPAL MANAGER**

**Sarah Baartman District Municipality, P O Box 318, Gqeberha, 6000.**