



PORT ST JOHNS  
MUNICIPALITY  
OUR HERITAGE. OUR PEOPLE

## INVITATION TO BID

BID NUMBER	PROJECT DESCRIPTION	COMPLUSORY BRIEFING SESSION	ENQUIRIES	BID CLOSING DATE
PSJLM-LED - 2025/26-19	Supply and Delivery of Farmers Production Inputs and Fencing Material to Support Farmers and Co-Operatives.	N/A	Mr A. Fodo 068 140 9720 afodo@psjmunicipality.gov.za	17 - 04 - 2026
PSJLM-LED - 2025/26-20	Appointment of a Service Provider for Supply and Delivery of Goods and Services for Entrepreneurial Support Programmes	Venue: PSJ Town Hall Date: 10/04/2026 Time: 10:00am	Mr X. Nobuya 073 974 1186 xnobuya@psjmunicipality.gov.za	17 - 04 - 2026
PSJLM-LED - 2025/26-21	Supply and Delivery of Fishing Equipment	Venue: PSJ Town Hall Date: 10/04/2026 Time: 10:30am	Mr X. Nobuya 073 974 1186 xnobuya@psjmunicipality.gov.za	17 - 04 - 2026
PSJLM - CORP - 2025/26-22	Supply, Installation, Commissioning and Maintenance of a Performance Management System for a period of Three (3) Years	N/A	Ms Z. Majambe 060 972 2941 zmajambe@psjmunicipality.gov.za	17 - 04 - 2026
PSJLM - COMM - 2025/26-23	Appointment of Three (3) Service Providers for Supply and Delivery of Building Material for a period of one years as when the need arise	N/A	Mr A. Notobela 060 556 9418 anotobela@psjmunicipality.gov.za	23 - 04 - 2026

Tender Documents will also be uploaded on eTenders website [www.etenders.gov.za](http://www.etenders.gov.za) and can be downloaded for free alternatively on the Port St Johns website ([www.psjmunicipality.gov.za](http://www.psjmunicipality.gov.za))

Bids must be completed in black ink, enclosed in a sealed envelope clearly marked with the "Bid number, Project name and description", and deposited in the Tender Box situated at Reception Area (Municipal Town Hall), **ERF 257 Main Street, Port St Johns not later than 11H00am on the dates mentioned above.**

It must be expressly understood that the Municipality accepts no responsibility for ensuring that bid submissions sent by courier or post, or delivered in any other way, are deposited in the Tender Box. It is therefore preferable for the bidder to ensure that its bid submission is placed in the Tender Box by its own staff or representative(s).

### EVALUATION OF BIDS IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK REGULATIONS, 2022:

Bids will be evaluated in three stages, namely

#### Stage 1: Mandatory Requirements

- Attach proof of registration with CSD.
- Valid Tax Compliance Pin issued by SARS.
- Attach joint Venture Agreement or Consortium Agreement signed and initialled on each page (if applicable)
- Attach proof of latest municipal rates and taxes statement of the bidder and each company director indicating that rates and taxes are not in arrears for more than 3 months. OR
- Attach a confirmation of address and exemption letter where the bidder and each company directors operate and/or reside in an area where rates and taxes and service charges are not billed.
- Attach a copy of a valid lease agreement where the bidder is leasing the property they are operating from. OR
- Attach a copy of a valid lease agreement where each company director is leasing the property they are residing in.

#### Stage 2: Functionality, Stage 3: Price and Specific Goals

**Only bidders who meet all the requirements of stage 1 will proceed to be evaluated further in stage 2.**

Tenders may only be submitted on tender documentation issued. No alterations may be made to the tender documentation. No late, faxed, e-mailed, telephonic or other electronically transmitted submissions will be accepted. Should a bidder commit any corrupt or fraudulent act during the bidding process, its tender shall be disqualified.

The Municipality reserves the right to extend the tender advert period at its own discretion, by notice published in the Daily Dispatch Newspaper; the e-Tender Publication Portal, and by notice sent to all parties who attend the briefing session, if any. Bids will remain valid for a period of 90 days after the closing date of the bid. Enquiries can be directed as follows:

**Supply Chain Management: S. Mtshamba Email: [smtshamba@psjmunicipality.gov.za](mailto:smtshamba@psjmunicipality.gov.za) Cell: 060 982 3014**

**Enquiries can be made from Monday to Friday between 08H00-13H00 and 13H30-16H30 and such enquiries will not be entertained five days before the tender closes.**

Tenders will be evaluated in terms of the Supply Chain Management policy of the Port St Johns Municipality. The lowest tender will not necessarily be accepted, and the Municipality reserves the right to accept the whole or part of any tender or not to consider any tender not suitably endorsed. An 80/20-point system shall apply where 80 points is allocated for price and 20 points allocated for specific goals.

**Mr M. Ngxekana  
Acting Municipal Manager**