



NDLAMBE MUNICIPALITY
PORT ALFRED
TENDER 27/2526

INVITATION TO TENDER - PROVISION OF ACCOUNTING SERVICES

Ndlambe Municipality hereby invites all experienced and competent service providers to submit bids for the provision of Accounting Services for a period of 36 months (1 July 2026 to 30 June 2029).

Pre-qualification Requirement

- The bidder must provide proof of good standing with the South African Institute of Chartered Accountants (SAICA) with proven experience of four (4) consecutive unqualified audit opinions in a municipality
- The bidder is required to be an accredited SAICA Training Office.

Functionality Criteria

Tenders will be evaluated on the functionality criteria as set out below. Bidders that score less than 75 out of 100 points for these criteria will be regarded as non-responsive and will not proceed to the Preferential Points calculation.

Functionality Criteria	Points
Accounting Firm	20
Consultant Experience	80
TOTAL	100

Please note the minimum functionality is 75%, failure to meet the minimum score will result in the disqualification of the bid and no further evaluations will be conducted. **Full requirements are set out in the tender document.**

Bidders shall take note of the following BID CONDITIONS:

1. Prices must be valid for at least ninety (90) days from the closing date.
2. Prices quoted must be firm and must, where applicable, be inclusive of VAT.
3. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
4. An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
5. Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAAA" number).
6. Bidders must complete the following forms, which are included in the returnable document:
 - o Declaration of Interest (MBD4).
 - o Declaration of Interest (MBD5)
 - o Declaration of Bidder's Past Supply Chain Management Practices (MBD8).
 - o Certificate of Independent Bid Determination (MBD9).

7. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution as follows:
 - o In the case of an **Affidavit**, both the Commissioner of Oaths stamp for the Affidavit itself (the "commissioning") AND a "true copy" stamp (which certifies the document as being a true copy of the original) are required i.e. **TWO stamps are required.**
 - o In the case of a **B-BBEE Certificate**, only a "true copy" stamp and signature (which certifies the document as being an accurate copy) is required i.e. **ONE stamp is required.**
8. A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
9. It should be noted that the 80/20 preferential points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
10. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.
11. This bid is subject to the General Conditions of Contract (GCC)
12. Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/returnable-bid-documents/>

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R140-26 inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from 21 May 2026 (office hours 08h00 until 16h00).

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**PROVISION OF ACCOUNTING SERVICES**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred, not later than 12h00 on 22 June 2026. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from tenders@ndlambe.gov.za or uqinela@ndlambe.gov.za

NOTICE NUMBER: 110/2026

21 May 2026

**ADV R. DUMEZWENI
 MUNICIPAL MANAGER**