



Sarah Baartman
DISTRICT MUNICIPALITY
Province of the Eastern Cape
progress through development

INVITATION TO BID

BID NO. 47/2025

REPLACEMENT OF WINDOWS IN THE SARAH BAARTMAN DISTRICT MUNICIPAL OFFICES

Sarah Baartman District Municipality (SBDM) invites bids from suitably qualified service providers and/or partner for the "Replacement of Windows in the Sarah Baartman District Municipal Offices". Bidders should have a valid CIDB contractor grading certificate of **3 SG or 3 GB or higher**.

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, 8 and 9. A municipal statement of account covering a period of three (3) months and/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.

SBDM's Supply Chain Management Policy will apply. Evaluation criteria is 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). Failure to comply shall render the bid null and void.

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 e-mailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right not to make an appointment, and value for money will be a key consideration.

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://www.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 70% on functionality criteria will be excluded from further evaluation. Functionality will be assessed as follows:

CRITERIA	POINTS
Relevant Company Experience	30
Experience of Key Personnel	30
Qualification of Project Manager	20
Qualification of Site Foreman	20
TOTAL	100

A **compulsory briefing** meeting with the representatives of the Municipality will be held at **11h00 on Wednesday, 3 December 2025, at the Committee Room 1, 6th Floor, 32 Govan Mbeki Avenue, Gqeberha**. Failure to attend will result in disqualification.

Bids in a sealed envelope clearly marked "**BID NO. 47/2025: REPLACEMENT OF WINDOWS IN THE SARAH BAARTMAN DISTRICT MUNICIPAL OFFICES**" must be placed in the **Bid Box, 4th Floor, 32 Govan Mbeki Avenue, Port Elizabeth, before 12h00 noon on Thursday, 11 December 2025**. Thereafter the bids will be opened in public in the Committee Room No. 1, 6th Floor, 32 Govan Mbeki Avenue, Port Elizabeth.

All technical enquiries to be directed to: Mr Manelisi Mbanga, tel. (041) 508 7088, e-mail: mmbanga@sbdm.co.za and **SCM enquiries** to Ms. Khanyisile Notshulwana, tel. (041) 508 7007, e-mail: knotshulwana@sbdm.co.za

NOTICE 75 OF 2025 DATED 26 NOVEMBER 2025

MS. U. DANIELS: MUNICIPAL MANAGER

SARAH BAARTMAN DISTRICT MUNICIPALITY, P O BOX 318, GQEBERHA 6000