



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050						
2.	Tender Documents						
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>						
3.	<p>Interpretation</p> <p>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.</p>						
4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Accounting Officer</u></th> <th style="text-align: center;"><u>Procurement Eng.</u></th> <th style="text-align: center;"><u>Technical Enquiries</u></th> </tr> </thead> <tbody> <tr> <td>Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006</td> <td>Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / 7</td> <td>Mr AS Msiza P.O. Box 437 Middelburg 1050 Tel: 013 249 2112</td> </tr> </tbody> </table>	<u>Accounting Officer</u>	<u>Procurement Eng.</u>	<u>Technical Enquiries</u>	Mr ML Mahlangu P.O. Box 437 Middelburg 1050 013 249 2006	Mr SI Masilela - Supply Chain Unit P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / 7	Mr AS Msiza P.O. Box 437 Middelburg 1050 Tel: 013 249 2112
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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	<p>Eligibility</p> <p>Only those bidders who satisfy the following criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> • Registration of institution in terms of Banks Act, No 94 of 1990 with Banking Association South Africa. • Financial Sector Conduct Authority registration as a Financial Services Provider. • Most recent published credit rating report by certified credit rating agency
6.	<p>Professional Indemnity Insurance</p> <p>The Employer shall not award a contract to any bidder that does not hold a valid professional indemnity insurance policy cover amount not less than R 1 000 000.00 per claim. The service provider may be requested to increase the indemnity insurance should a need arise.</p>
7	<p>The Employer's right to accept or reject any tender offer</p> <p>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.</p>
8	Tenderer Obligations
8.1	The Council retains the right to call for any additional information that it may deem necessary
8.2	<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. 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
8.3	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.
8.4	At the request of the Head of Department (Council's) 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 so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated.						
9.	<p>Compensation of tendering</p> <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 aspects of the offer satisfy requirements.</p>						
10.	<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>						
11.	<p>Clarification Meeting</p> <p>A compulsory clarification meeting will be held on:</p> <table border="1" data-bbox="272 1035 919 1224"> <tr> <td>Time:</td> <td>10:00am</td> </tr> <tr> <td>Date:</td> <td>13th March 2026</td> </tr> <tr> <td>Location:</td> <td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td> </tr> </table>	Time:	10:00am	Date:	13th March 2026	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
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Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050						
11.1	In the case of a Joint Venture a representative of each of the Companies in the Joint Venture partnership should attend the meeting.						
11.2	No individual may represent more than one tenderer at the compulsory briefing session. Non-completion in full of the fields required on the attendance register may lead to automatic disqualification						
12.	<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,</p>						



	administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.						
13.	Submitting tender offer:						
13.1	No Tender document will be considered unless submitted on Council's Official Tender Document						
13.2	Return all the returnable documents to the employer after completing them.						
13.3	<p>Tenders must be deposited in the tender box clearly marked: PROJECT - PROVISION FOR A SHORT-TERM LOAN FOR NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF TWELVE (12) MONTHS.</p> <p>Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p>						
13.4	All tenders received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time.						
13.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.						
14.	Closing Time:						
14.1	<p>The time and location for opening of the Tender offers are:</p> <table border="1" data-bbox="272 1150 919 1341"> <tr> <td>Closing Time:</td> <td>12:00</td> </tr> <tr> <td>Closing Date:</td> <td>20th March 2026</td> </tr> <tr> <td>Location:</td> <td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td> </tr> </table> <p>Tenders will be opened in public at the same time and prices will be read out.</p>	Closing Time:	12:00	Closing Date:	20th March 2026	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
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14.2	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 tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.						
15.	<p>Pricing the tender</p> <p>State the rates and prices in Rand</p>						
16.	<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>						



17	Alternative tender offer. No alternative tender offers will be considered or accepted								
18	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
19.	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.								
20.	Tender evaluation points								
20.1	The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.								
20.2	Preference points for this bid shall be awarded for: (a) Price; and (b) Specific goals.								
20.3	The maximum points for this bid are allocated as follows:								
	<table border="1"><thead><tr><th></th><th>POINTS</th></tr></thead><tbody><tr><td>PRICE</td><td>90</td></tr><tr><td>SPECIFIC GOALS</td><td>10</td></tr><tr><td>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED</td><td>100</td></tr></tbody></table>		POINTS	PRICE	90	SPECIFIC GOALS	10	TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100
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21.	Evaluation of Tenders 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. Clause 54 of the Supply Management Policy which entails balance between financial offer and functionality.								
21.1	The following steps will be followed in evaluation; <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 tenderers.5. Determination of expertise and experience of tenderers.6. Awarding of points for financial offer.7. Ranking of tenderers according to the total points8. Performance of risk analysis by checking the credit record of the tenderers								



21.2	<p>Evaluation Criteria</p> <p>The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for other clients.</p>										
21.3	<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>										
22.	<p>Tender Responsiveness</p> <p>Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:</p> <ul style="list-style-type: none"> • Organising and Staffing • Registration • Approach & Methodology <p>The Organising and Staffing, Registration and Approach & Methodology are regarded as key and carry a combined total of 100 points.</p> <table border="1" data-bbox="272 1031 1019 1209"> <thead> <tr> <th>Description</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Organising and Staffing</td> <td>40</td> </tr> <tr> <td>Registration</td> <td>30</td> </tr> <tr> <td>Approach & Methodology</td> <td>30</td> </tr> <tr> <td>TOTAL</td> <td>100</td> </tr> </tbody> </table>	Description	Points	Organising and Staffing	40	Registration	30	Approach & Methodology	30	TOTAL	100
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22.1	<p><u>EVALUATION FOR FUNCTIONALITY</u></p> <p><u>A FIRM MUST OBTAIN A MINIMUM OF 70 POINTS OUT OF THE 100 POINTS ABOVE TO BE CONSIDERED. HOWEVER, AT LEAST 20 POINTS OF THE MINIMUM 70 POINTS REQUIRED MUST BE OBTAINED FROM APPROACH, METHODOLOGY AND INSTITUTIONAL EXPERIENCE FOR PRICE AND SPECIFIC GOALS EVALUATION.</u></p> <p>Project Manager / Team Leader (Maximum points obtainable 20)</p> <p>Name:</p>										



Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Below Bachelor's Degree or BTech in: Finance/ Accounting/ Banking/ Economics/ Business Management/ Commerce (BCom) (NQF Level 7)	Yes	0	
	Bachelor's Degree or BTech in: Finance/ Accounting/ Banking/ Economics/ Business Management/ Commerce (BCom) (NQF Level 7)	No	10	
Sub-total			10	
Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Involvement of project leader in similar and comparable projects (Note 2)	1 – 3 years	No	3	
	4 – 6 years	No	6	
	7 and above years	No	10	
			10	
Total			20	

NOTE: SHOULD THE TEAM LEADER BE THE SAME AS ASSISTANT MANAGER ZERO POINTS WILL BE ALLOCATED.

Assistant Manager:

(Maximum Points obtainable 20)

Name:

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
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Academic Qualifications (Note 1)	Below National Diploma in: Finance/ Accounting/ Banking/ Economics/ Business Management/ Commerce (NQF Level 6)	Yes	0	
	National Diploma in: Finance/ Accounting/ Banking/ Economics/ Business Management/ Commerce (NQF Level 6)	No	10	
Sub-total			10	
Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Involvement of Assistant Manager in similar and comparable projects (Note 2)	1 – 3 years	No	3	
	4 – 6 years	No	6	
	7 and above years	No	10	
			10	
Total			20	

NOTE: SHOULD THE ASSISTANT MANAGER BE THE SAME AS TEAM LEADER ZERO POINTS WILL BE ALLOCATED.

REGISTRATION: (Maximum Points obtainable 20)

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Registrations and certifications (Note 3)	No registration by the company in terms of Banks Act, No 94 of 1990.	Yes	0	
	Registration by the company in terms of Banks Act, No 94 of 1990.	No	10	
	No Financial Sector Conduct Authority registration as a	Yes	0	



	Financial Services Provider.			
	Financial Sector Conduct Authority registration as a Financial Services Provider.	No	10	
Most recent published credit rating report by certified credit rating agency. Proof MUST be attached to the tender document	Below BB	Yes	0	
	BB-	No	5	
	BBB-	No	7	
	BBB+/ Baa3	No	10	
			10	
Total			30	

APPROACH, METHODOLOGY AND INSTITUTIONAL EXPERIENCE:

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Approach, Methodology and Institutional Experience (Note 4)	Over and above what is given in the Terms of Reference, demonstrate how to handle innovations and appropriateness of products as per types of services listed (Quality and reasonableness of proposal)	No	5	
	Experience in providing overdraft or short-term credit facilities serving local government clients (Note 4)	10+ clients	15	
		5+ clients	5	
		Less than 5 clients	0	
	Number of years in operation as a registered bank in terms of the of the Banks Act, 1990 (Act No. 94 of 1990) (Note 3)	20 years+	10	
		10 years+	5	
		Less than 10 years	0	



Total	30	
<p>Note 1: <u>Academic Qualifications</u></p> <ul style="list-style-type: none">• Proof of academic qualifications in the form of copies must be attached to the CVs of the proposed personnel. Foreign qualifications must be accompanied by a verification certificate from South African Qualifications Authority. Failure to provide this proof of academic qualifications will be regarded as not having minimum prescribed qualifications and will eliminate the tender from further evaluation. <p>Note 2: <u>Involvement in similar and comparable projects</u></p> <ul style="list-style-type: none">• Involvement in projects of short-term credit to local government institutions must be clearly demonstrated on the CV attached, listing each project separately for scoring purposes.• Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.). <p>Note 3: <u>Professional Registration</u></p> <ul style="list-style-type: none">• Proof of registration by the company in terms of Banks Act, No. 94 of 1990 and approved in writing by National Treasury. Financial Sector Conduct Authority registration as a Financial Services Provider and a most recent published credit rating report by certified credit Rating agency must be attached. Failure to provide this proof of professional registration will result in the company/bidder being regarded as not professionally registered and will eliminate the tender from further evaluation. <p>Note 4: <u>Institutional Experience</u></p> <ul style="list-style-type: none">• Attach proof of experience in providing overdraft or short-term credit facilities serving local government clients in a form of reference letters from clients.• The bidder must obtain at least 20 points under APPROACH, METHODOLOGY AND INSTITUTIONAL EXPERIENCE to be considered.		
23.	<p>Technical adjudication and General Criteria</p> <ul style="list-style-type: none">▪ Tenders will be adjudicated in terms of inter alia:▪ 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>	



With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example:

Technical adjudication and General Criteria

Tenders will be adjudicated in terms of inter alia:

- Compliance with Tender conditions
- Technical specifications

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.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- 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, if removed from the Tender document, and would be deemed to 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 unbound 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.
- Failure to attend compulsory site inspections would render the tender non-responsive.
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form F- “Authority of signatory”**.
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company.
- Particulars required in respect of the Tender have not been provided, implies 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 will lead to disqualification.
- Disqualification will ensue if 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**, automatically disqualifies the tender.
- 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 the tenderer is disqualified.



- 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 leads to automatic disqualification.

Size of enterprise and current workload

Evaluation of the Tenderer's position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

Proposed Key Personnel

In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- 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)

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.

Financial ability to execute the contract:

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- **Professional indemnity insurance**



	<p>The Employer shall not award a contract to any bidder that does not hold a valid professional indemnity insurance policy cover amount not less than R 1 000 000.00 per claim. The service provider may be requested to increase the indemnity insurance should a need arise.</p>
24.	<p>Good standing with SA Revenue Services</p> <ul style="list-style-type: none">▪ Determine whether a valid tax clearance certificate or tax document with a Pin from SARS has been submitted.▪ The Tenderer must affix the latest CSD report stating the status of the Tax Clearance Certificate
25.	<p>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.</p>
26.	<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 Tenderer.▪ 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
27.	<p>Proposals</p> <p>Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 30. (Excluding appendices).</p>
	<p>The firm, in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The firm shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The firm shall make a clear distinction between resources required, time allocation and costs for the project.</p> <p>The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.</p>
28.	<p>The additional conditions of Tender are:</p>



1. Service providers who have scored the highest points for Price and Specific goals in terms of the Preferential Procurement Regulations 2022 will be appointed.
2. 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.
3. 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.