

MATATIELE LOCAL MUNICIPALITY TENDER NOTICE AND INVITATION TO TENDER ADVERTISEMENT

ADVERTISED ON:		MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, NATIONAL TREASURY e-Tender and LOCAL NEWSPAPER	
TENDER DESCRIPTION		BID NO.	
APPOINTMENT OF (ONE) SERVICE PROVIDER TO PROVIDE IN-HOUSE TRAVEL & ACCOMMODATION AND CONFERENCE FACILITIES TO THE MATATIELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS.		MATAT/2026/2027-12	
PUBLISHED DATE:	11/09/2026	CLOSING DATE:	12/10/2026
CLOSING TIME:	10h00: Tenders will be opened immediately thereafter, in public at Matatiele Local Municipality Mountain View BTO Offices R56		
AVAILABILITY OF TENDER DOCUMENTS			
Bid Documents will be available on Municipal Website and BTO Offices	The tender document fee is payable to Municipal bank account (Nedbank 1011292106 branch code 198765, name of company and bid no as reference) To obtain tender documents please login to www.matatiele.gov.za or email MLekhooa@matatiele.gov.za . The tender documents will be available for download from our website (www.matatiele.gov.za) at no cost to the tenderer. Alternatively, hard copies may be purchased from the municipality at a prescribed fee.		
Date Available	15/09/2026	Non-Refundable Fee	R500.00
TENDER SUBMISSION RULES:			
• Tenders must be completed in accordance with the tender conditions and tender rules contained in the tender document. • The tender document and compulsory attachments/supporting documents must be placed in a sealed envelope and externally endorsed with: Tender Number; Description and Closing Date of the Tender. • Tender documents must only be submitted on the tender document issued by Matatiele Local Municipality • Tender documents must be completed in black ink only and do not re-type the document when filling it			
MANDATORY DOCUMENTS- FAILURE TO SUBMIT ANYONE OF THEM WILL INVALIDATE YOUR TENDER OFFER.			
• Proof of Central Supplier Database (CSD) registration • Complete all MBD 3.3, 4, 6.1,8 & 9 Forms and its Annexures in full as attached in tender document • Authority to sign Form • Prices quoted must be firm and must be inclusive of VAT (Applicable to VAT Vendors • Joint Ventures Agreement signed by all parties involved.			
EVALUATION CRITERIA			
The Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) of November 2022.			



80/20 Evaluation Criteria

Preferential Goals	80/20	Documents required for verification
Maximum Points	20	
Goal 1- Ownership (Historically Disadvantaged Individuals-HDI)	6	ID Copy of the owner/director and CSD
Goal 2- Youth Ownership 14-35 Years (MLM Enterprises)	6	CSD, • Proof of municipal accounts or •Proof of residence signed by ward councillor or •Affidavit
Goal 3- Women Ownership	4	ID Copy of the owner/director and CSD
Goal 4-Disability Ownership	2	ID Copy of the owner/director and CSD
Goal 5-Rural Enterprises	2	CSD, • Proof of municipal accounts or •Proof of residence signed by ward councillor or •Affidavit
Tender Price	80	
TOTAL	100 POINTS	

TENDER ENQUIRIES

All SCM enquiries relating to this bid must be directed to Ms M. Sabasaba, e-mail: MSabasaba@matatiele.gov.za during office hours (07h30 – 16h00) weekdays. All Technical enquiries relating to this bid must be directed to Ms M Sabasaba, e-mail: MSabasaba@matatiele.gov.za during office hours

Only competent bidders who are competent in the advertised work and who have exceeded the minimum functionality threshold will be two phases Phase 1= **Functionality=100 Points** and Phase 2= is 80/20 in line with the Preferential Procurement Policy Framework Act (PPPFA) as amended 16 January 2023. Only bidders who obtain 70 points as a minimum functionality threshold will be evaluated further on 80/20.

Points for functionality will be scored according to the table below: Detailed sub-criteria are contained in the tender document and are binding:

Functionality Criteria	Points
Company Experience	40
Personnel (CV & Certifications)	30
Audited Annual Financial Statements and Accompanied with Independent Reviewers Reports	30
Total	100

The Matatiele Local Municipality reserves the right not to appoint a contractor on highest points scored. Value for money, past experience and functionality will be the key determinants of appointment. *The Municipality will not make any award to a person or persons working for the state, or failing to possess relevant credentials as stipulated in the tender requirements.*

Bidders are warned not to accept any person who request any amount for award for this bid, it is a scam and fraud, that person must be reported to the nearest police station.

ADV. M. F. LEPHEANA
MUNICIPAL MANAGER



Where Nature, Agriculture, Tourism are Investments of Choice.

Electrical Services: 009 522 9729. Freight Sales: 009 522 327. Finance Office: 009 747 3955. **Insurance and Fuel:** 009 2000000/009 522 2229.
Police(SAPS): 009 7270004/0000. **Water:** 002 520 1430. **AutoMate:** 00777. **TruLife:** 009 522 9734

