



TENDER NOTICE AND INVITATION TO TENDER
BID NO: NLM/DP/FCP/2022/2023

Proposals are hereby invited by Ntabankulu Local Municipality from experienced and competent bidders that will facilitate Cannabis Permits for five wards in Ntabankulu Local Municipality.

A detailed specification will be available in the Bid document. A compulsory briefing session will strictly be 30 minutes. Punctuality will be adhered to. The briefing session will be conducted at Ntabankulu Local Municipality.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays**. Bid documents will be available immediately after the briefing session. A non-refundable cash payment of **R200.00** is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Name of Bank:** First National Bank
- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250 (FNB)
- **Branch Code:** 250035
- **Reference:** FCP and Company Name

A compulsory briefing meeting/session has been scheduled for **13th of January 2023** at **10H00**, at **Ntabankulu Local Municipality**.

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"FACILITATION OF CANABIS PERMITS" : NLM/DP/FCP/2022/2023 in the main entrance** of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 24th of January 2023**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. Under no circumstances will late tenders be accepted.

Bidders must submit the following mandatory documents with their bid document:

- Original valid tax clearance certificate / valid Tax compliance status pin
 - MBD 3.1, 4, 6.2, 8 & 9 (**Signed after the date of the advert**)
 - Proof of company registration
 - Valid original or certified copy of BBBEE Verification Certificate or a sworn affidavit to claim Preferential points .
 - Original Certified ID copies for the entity owner/s
- All certification must not be more than 3 months old and must be in its original format.**
- Project team with their full CV's.
 - Proposed work programme.

- Proof of municipal rates clearance for all company directors
- Proof of municipal rates clearance for the company or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based.
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. CSD report to be attached. Non-registration will be regarded as non-responsive and be disqualified from the bid.

NB. Tender documents must be filled/completed in its original format, no copies will be accepted.

Failure to submit any of the required mandatory documents will deem the tender non responsive and it will not be evaluated further.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionality assessment of 70 points will be considered non responsive and will not be evaluated further:

Criteria	Points	Maximum Points
<p>COMPANY PROFILE</p> <ul style="list-style-type: none"> ▪ Business profile with Postal and Physical address, landline, cell phone number, email address , fax (optional) 		20 points
<p>EXPERIENCE</p> <p>The bidder is required to provide proven experience in the involvement or usage of indigenous plants and other related products, or similar scope of work in the form of appointment letters.</p> <ul style="list-style-type: none"> ▪ 2 projects ▪ 1 project <p>NB: ATTACH SIGNED APPOINTMENT LETTERS</p>	20 points 10 points	20 points
<p>EXPERTISE</p> <p>CV and Qualification of the project team members must be attached. Qualification in any of the following relevant qualifications</p> <ul style="list-style-type: none"> ➤ Degree and above ➤ National Diploma ➤ Certificate <p>NB: ATTACH PROOF OF QUALIFICATION</p>	20 points 15 points 10 points	20 points
<p>METHODOLOGY</p> <ul style="list-style-type: none"> ➤ Clear project milestone outlining the implementation plan and phases with time frames. ➤ Training of beneficiaries orientation on usefulness of cannabis and other indigenous plants ➤ Proposal on governance structures or business entities to be established ➤ Cost analysis 	10 points 10 points 10 points	40 points
TOTAL		100 points

The provisions of the Preferential Procurement Regulations 2017 will apply.

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, telegraphic, facsimile, incomplete or unsigned tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal or any tender or to furnish reasons for its decisions

Further technical enquiries should be directed to: Mrs. N. Ndlaku at ndlaku@ntabankulu.gov.za / cell no.0716138996 and procurement or SCM enquiries should be directed to Mr. O. Mdudi at mdudio@ntabankulu.gov.za / Cell no. 0827860772 during office hours i.e 08h00 and 16h30

Prepared by




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S. Gilman

Bid Specification Chairperson

Recommended by



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X.N. Venn

Chief Financial Officer

Approved by



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L. Nonyongo

Municipal Manager