



**TENDER NOTICE AND INVITATION TO TENDER  
BID NO: NLM/BTO/PDIFC/2025/2026**

**PROPOSALS ARE HEREBY INVITED BY NTABANKULU LOCAL MUNICIPALITY FROM SERVICE PROVIDERS FOR TRANSACTIONAL ADVISORY REVENUE ENHANCEMENT FOR NTABANKULU LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS.**

A detailed specification will be available in the Bid document. A compulsory briefing session will strictly be 30 minutes after which bidders and representatives of the municipality will proceed to the respective site. 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 **R500.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

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

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250
- **Branch Code:** 250035
- **Reference:** PDIFC and Company Name

**A compulsory briefing meeting/session has been scheduled for 14 of July 2025 at 11H00, 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 **"THE PLANNING; DEVELOPMENT AND IMPLEMENTATION OF REVENUE BASE STRATEGIES, PROCESSES, FUNDING PRIORITISATION AND CORE MUNICIPAL FUNCTIONS OPTIMISATION (ON A RISK BASIS) FOR NTABANKULU LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS.: NLM/BTO/PDIFC/2025/2026** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 05<sup>th</sup> of August 2025**, 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:

- Valid SARS Tax compliance pin
- MBD 3.1, 4, 6.1, 8 & 9 (Signed after the date of the Advert)
- Proof of company registration
- Original Certified ID copies for the entity owner/s

**NB.** All certification must not be more than 3 months old and must be in its original format.

- SAICA registration certificate
- Proof of municipal rates clearance for the company and director of the company or a signed lease agreement by both parties and confirmation that there is no billing where the entity is based.
- 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>. Non-registration will be regarded as non-responsive and be disqualified from the bid. Central Supplier Database report must be submitted.

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

**Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.**

**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 nonresponsive 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 80 points will be considered nonresponsive and will not be evaluated further:

NO	DESCRIPTION	WEIGHTS
1.	<p>Bidder must demonstrate experience in executing projects of this nature- appointment letters with contactable references to be attached. The services should include funds recovery, revenue enhancement and sourcing of funding.</p> <p>5 appointments = 25 points, 3-4 appointments: 20 points, 1-2 appointments 10 points</p> <p>If reference letters submitted do not include either of funds recovery, revenue enhancement and sourcing of funding, no points will be awarded for this section</p>	25

2.	<p>Bidder must have provided finance related services to a public institution with a total asset value exceeding R1 billion</p> <p>3 appointment letters (with proof of asset value): 20 points; 2 appointment letters (with proof of asset value): 10 points; 1 appointment letter (with proof of asset value): 5 points</p>	10
3.	<p>Expertise:</p> <p><b><u>1.Project Manager/Director</u></b></p> <p>One CV and copies of educational qualification: NQF7 (or above) Must have obtained a qualification in one of more of the following fields: Bachelor of Commerce in Accounting (Chartered Accountant qualification), Bachelor of Administration in Public Sector Management &amp; Administration, and Local Government Qualifications. 10 pts</p> <p><b><u>2.Project Team</u></b></p> <p>Provide a minimum of 7 CVs and copies of educational minimum qualifications – NQF 7 (or above).</p> <p>Team roles and responsibilities should be clearly outlined with relevance of experience to the project. The dedicated project team should be in possession of the following as combined,</p> <p>Points Allocation:</p> <p>A minimum of 5 years relevant experience (attach CV's) and a minimum of relevant NQF 8 in the following fields:</p> <ul style="list-style-type: none"> <li>• Finance (Chartered Accountant registered with SAICA) – 2 resources required (5 points)</li> <li>• Public Sector Management and Administration- 1 resource (5 points)</li> <li>• Local Government Qualification- 1 resource (5 points)</li> <li>• Legal (Advocate of the High Court) – 1 resource (5 points)</li> <li>• Economics – 1 resource (5 points)</li> <li>• Energy – 1 resource (5 points)</li> <li>• Information Technology, Communication and Telecommunication – 1 resource (5 points)</li> <li>• Engineering (Mechanical Engineering, Civil Engineering, Structural Engineering) – 3 resource required, 1 for each discipline (5 points)</li> </ul> <p>Copies of certified ID, qualifications and CVs of all project team members in order to score points. All resources required above must be submitted, if there is a resource not submitted all points in this section will not be awarded</p>	40

4.	<ul style="list-style-type: none"> <li>• Methodology and approach are fully adequate to meet the requirements of the assignment relating to the deliverables required by these terms of reference.</li> <li>• Indication of the fixed interest rate to be provided</li> </ul> <p>Methodology sufficiently covers TOR : 20 points; Methodology partly covers TOR: 15 points; Methodology does not cover TOR: 0 points</p>	20
5.	Staff training plan for transfer of skills (indicate how this will be implemented and measured)	5
<b>TOTAL POINTS (MINIMUM REQUIRED TO PASS EVALUATION IS 80 POINTS)</b>		<b>100</b>

**Stage 2: Price and Specific Goals**

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by =>50% black people		4		
Business owned by <50% black people		1		
Business owned by =>50% women		3		
Business owned by <50% women		1		
Business owned by =>50% Youth (age <= 35 years on the closing date)		5		
Business owned by <50% Youth (age >35 years on the closing date)		3		
Business owned by People with Disability / Military veteran		2		
Small Enterprise (SMME Category – QSE/EME)		2		
Promoting Locality - Business located within Ntabankulu		4		
Promoting Locality - Business located in Alfred Nzo District		3		
Promoting Locality - Business located Eastern Cape		2		
Promoting Locality - Business located South Africa		1		

**Bidders are required to score a minimum of 80% on the evaluation criteria**

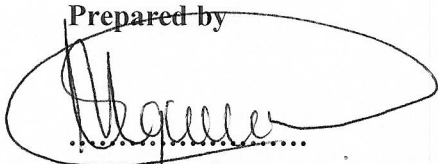
The provisions of the Preferential Procurement Regulations 2022 will apply.

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: Mr M Dikane at [dikanem@ntabankulu.gov.za](mailto:dikanem@ntabankulu.gov.za) / cell no 082 789 9293/ Mr M Mhlifili at [mhlifilim@ntabankulu.gov.za](mailto:mhlifilim@ntabankulu.gov.za) / cell no 072 736 5108 and procurement or SCM enquiries should be directed to Mr. O. Mdudi at [mdudio@ntabankulu.gov.za](mailto:mdudio@ntabankulu.gov.za) / Cell no. 0827860772 during office hours i.e 08h00 and 16h30

Prepared by



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Recommended by



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Chief Financial Officer

Approved by



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Municipal Manager