



BID NOTICE AND INVITATION TO BID

BID NO: NLM/BTO/SDIMO/2025/2026

SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR OFFICES

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will supply, deliver and install Modular Offices.

Bid documents may be obtained from the Ntabankulu Local Municipality website immediately after the briefing session. A detailed specification will be attached to the tender document.

A compulsory briefing meeting/session has been scheduled for 29 of September 2025 at 10H00, at Ntabankulu Local Municipality Town Hall.

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.

“SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR OFFICES, BID NO:NLM/BTO/ SDIMO /2025/2026” in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 07 October 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.**

Service providers are requested to attach the following mandatory documents for their bids on the pages indicated in the 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
- Proof of registration with CIDB, Grade 2GB/2CE or higher.
- A trust, consortium or joint venture must submit a consolidated grading as calculated through the CIDB joint venture grading calculator.
- 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.
- 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.
- Letter of good standing from the Department of Labour in terms of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended).

- 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.
- Attach a letter indicating that the service provider will deal with defects appearing to the property within a period of (six) 6 months from the date of installation. The letter should clearly state that an amount equal to 10% of the total cost will be withheld by the municipality and will be released after six (6) months only if there are no defects or after the defects have been attended to by the service provider.
- A park home floor plan 19m x 7m to accommodate 6xoffices, 1 x boardroom, 1 x kitchen and 1 x ablution facility.

NB. Verification of CIDB grading on CIDB website will be conducted during the evaluation. 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.

Stage 1 Technical or Functionality Evaluation

Functionality will be evaluated based on capacity and experience and bidders who do not have a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation	Points allocated
Communication Business entity establishment (Company profile with clear business address, contact person and contact details)	05 points
Relevant entity experience Provide signed appointment letters with traceable references on letter head of companies that received services for similar projects undertaken and must have contact details. <ul style="list-style-type: none"> • Four appointment letters with traceable references = 30 points • Three appointment letters with traceable references = 25 points • Two appointment letters with traceable references = 20 points • One appointment letter with traceable reference = 10 points 	30 points
Methodology Indicate your capacity to deliver correct goods to Ntabankulu Local Municipality. (Quality Assurance) confirmation letter from the supplier/manufacturer attaching the South African Bureau Standards certificate of approval/quality of the goods to be supplied. (10) How will goods be delivered to Ntabankulu Local Municipality sites (delivery and equipment) (5) The bidder shall clearly state the name of the manufacturer, product specification and association guarantee for each item. (10)	25 points
Defect Liability Attach a detailed plan of how will the service provider deal with defects appearing to the property within a period of (six) 6 months from the date of installation. The plan should clearly state that an amount equal to 10% of the total cost will be withheld by the municipality and will be released after six (6) months only if there	10 points

are no defects or after the defects have been attended to by the service provider. (A bidder failed to include will be disqualified)	
KEY PERSONNEL <ul style="list-style-type: none"> • CVs of key personnel (Must be a permanent employee of bidder's company) <ul style="list-style-type: none"> - NQF level 6 qualification in Civil Engineering AND trade test in carpentry with 5 years' experience or more. (30) - Trade test in carpentry OR NQF level 6 qualification in Civil Engineering with 5 years' experience or more. (15) <p>NB: Bidder has submitted no information or inadequate information to determine the scoring level or has experience less than the required minimum years.</p>	30 points
	100 points

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

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		
OR Business owned by <50% black people		1		
Business owned by =>50% women		3		
OR Business owned by <50% women		1		
Business owned by =>50% Youth (age <= 35 years on the closing date)		5		
OR 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		
OR Promoting Locality - Business located in Alfred Nzo District		3		
OR Promoting Locality - Business located Eastern Cape		2		
OR Promoting Locality - Business located South Africa		1		

The provisions of the Preferential Procurement Regulations 2022 and the Municipal SCM Policy will apply.

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile 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 any tender or to furnish reasons for its decisions.

Further enquiries should be directed to Mr. Y Ngcongobela at 077 607 9149 or ngcongobelay@ntabankulu.gov.za or Mr O. Mdudi at mdudio@ntabankulu.gov.za or 082 786 0772 during office hours i.e. between 08h00 and 16h30.

Requested by



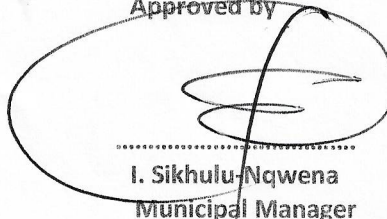
N. Ntshobane
Bid Specification Chairperson

Recommended by



M. Mhufili
Chief Financial Officer

Approved by



I. Sikhulu-Nqwena
Municipal Manager