



BID NOTICE AND INVITATION TO BID
BID NO: NLM/BTO/PPGCFARIA/2025/2026

PROVISION FOR PREPARATION OF GRAP COMPLIANT FIXED ASSET REGISTER FOR IMMOVABLE ASSETS FOR A PERIOD OF THREE (3) YEARS.

Ntabankulu Local Municipality is calling upon an experienced, competent, and qualified service provider that will provide services for the preparation of GRAP compliant fixed asset register for immovable assets for a period of three (3) years.

A detailed specification will be attached to the tender document.

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 on municipal website immediately after the briefing session.**

A **compulsory briefing meeting/session** has been scheduled for the **9th February 2026 at 10H00, at Ntabankulu Local Municipality main boardroom.**

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 **"PROVISION FOR PREPARATION OF GRAP COMPLIANT FIXED ASSET REGISTER FOR IMMOVABLE ASSETS FOR A PERIOD OF THREE (3) YEARS"**, **BID NO: "NLM/BTO/PPGCFARIA/2025/2026"** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on the 4th March 2026**, 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
- 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.
- 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.

Stage 1 Technical or Functionality Evaluation

Stage 1. Functionality will be evaluated based on the following criteria and tenderers who fail to score a minimum functionality assessment of 70% will be considered non-responsive and will not be evaluated further.

Area of evaluation	Points allocated
<p>1. Experience</p> <p>Bidder has successfully completed project (GRAP Compliant Immovable Asset Register). Appointment letters & reference letters of similar projects implemented with unqualified audit opinion in the past 5 years:</p> <p>Appointment letters & reference letters from Five reputable entities = 40 points Appointment letters & reference letters from Four reputable entities = 30 points Appointment letters & reference letters from three reputable entities = 20 points Appointment letters & reference letters from two reputable entities = 10 points One or less appointment letters reputable entities = 0 point</p>	40 points
<p>Methodology:</p> <p>A detailed methodology including how the services will be conducted between the Municipality and service provider. =15 points</p> <p>Proposals should be well structured on how the project will be implemented. (covering terms of reference). =05 points</p> <p>Scope and training programme including details of trainers, skills to be transferred and time frames. =10 points</p>	30 points
<p>Key Personnel:</p> <p>Project Team (Support Staff)- Minimum of two (02)</p> <p>Capacity to undertake the job Structure of Project Team with CV's and certified copies of certificates as of key personnel (a minimum of two (2) dedicated members) with a minimum of five years' experience</p> <ul style="list-style-type: none"> Engineer - Attach CV and Academic Qualification: Btech/National Diploma: Civil Engineering or equivalent qualification. Experience in Immovable Asset Register projects. Registration ECSA compulsory and the certificate must be attached. = 10 Points Chartered Accountant-Partners/Directors- Attach CV and Academic Qualification: Btech/ Degree in Accounting or Equivalent qualification. Experience in GRAP Compliant Immovable and Asset Register projects. = 10 points 	20 points
<p>Equipment and software for the assets to comply with GRAP 17- Attach proof of a software package to record and manage FAR.</p>	10 points
	100 points

Bidders must submit detailed CVs with original certified copies of the required professional qualifications not older than 3 months. If the required certified copies are not attached no points will be allocated. Copy of a certified copy will not be considered

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.)

Stage 2: Price and Specific Goals

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

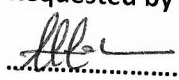
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by $\geq 50\%$ black people	4	
Business owned by $0\% \leq$ and $< 50\%$ black people	1	
Business owned by $\geq 50\%$ women	3	
Business owned by $0\% \leq$ and $< 50\%$ women	1	
Business owned by $\geq 50\%$ Youth (age ≤ 35 years on the closing date)	5	
Business owned by $0\% \leq$ and $< 50\%$ 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 in Eastern Cape	2	
Promoting Locality - Business located in South Africa	1	

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 or any tender or to furnish reasons for its decisions.


Further technical enquiries should be directed to **Mrs.Y.Xuzu-Yase** at 072 2666 122 or xuzuy@ntabankulu.gov.za and procurement or SCM enquiries should be directed to **Mr. N. Dinwayo** at dinwayon@ntabankulu.gov.za or **082 788 9641** during office hours i.e. between 08h00 and 16h30.

Requested by



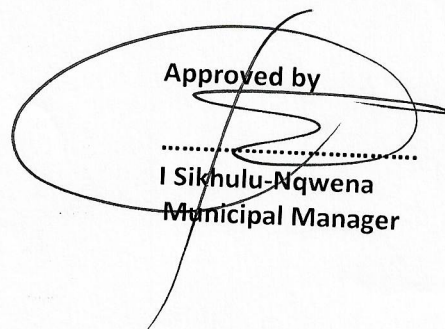
N. Ntshobane
Bid Specification Chairperson

Recommended by



M Mhlifili
Chief Financial Officer

Approved by



I Sikhulu-Nqwena
Municipal Manager