



**TENDER NO. MN: 138/2024**

**UPGRADE OF KWADUKUZA MUNICIPALITY'S COUNCIL CHAMBERS IN WARD 19**

**T1.1 TENDER NOTICE AND INVITATION TO TENDER**

The KwaDukuza Municipality invites tenders for the above. Only Tenderers who are registered with CIDB with a contractor grading of 6 GB or higher contractors will be eligible to tender. Tenderers will have proof of CIDB Registration by closing date failing which the tender will be disqualified. Tenderers shall be registered on National Treasury's Central Supplier Database.

The physical address for collection of tender documents is: The KwaDukuza Municipality, Community Services and Public Amenities, Office No 38, 2 Industrial Crescent, KwaDukuza, upon presentation of a receipt proving prior payment of a non-refundable fee of **R1431.00 (inclusive of VAT)**, having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza (Cash or bank guaranteed cheques only). **Tender documents will be available from 09H00 on 13 February 2025 until 15H00 on 05 March 2025.** Contact person regarding collection of these documents is: Nomthandazo Ngcobo, Tel No: 032 437 5583 [nomthandazon@kwadukuza.gov.za](mailto:nomthandazon@kwadukuza.gov.za) Technical queries may be addressed to: Mr Siyabonga Khanyile, Tel No.: 032 437 5089/ 5583, e-mail: [siyabongak@kwadukuza.gov.za](mailto:siyabongak@kwadukuza.gov.za)/ [nomthandazon@kwadukuza.gov.za](mailto:nomthandazon@kwadukuza.gov.za) Supply Chain Management queries to be directed to Mr. Luyanda Tshonapi, Tel No: 032 437 5114 email: [luyandat@kwadukuza.gov.za](mailto:luyandat@kwadukuza.gov.za).

A **compulsory clarification meeting**, with representatives of the Employer, will take place at the KwaDukuza Municipality: PMU Boardroom, Lavoipierre Building, 2 Industria Crescent, KwaDukuza, 4450 on **06 March 2025, starting at 10H00**. This meeting will be followed by an inspection of the site. Failure to attend the compulsory clarification meeting and site visit will disqualify the tender. Doors to the venue will be closed at **10H00** and the briefing will commence immediately. Late attendance will not be accepted, and tenderers will **NOT** be admitted into the meeting venue. Only those tenderers who are in possession of a tender document shall be permitted to participate in discussion at the compulsory clarification meeting and site inspection. **All Bidders need to adhere to COVID19 regulations.**

Tenders shall be placed in sealed envelopes, endorsed with: **"TENDER NO. MN: 138/2024 – UPGRADE OF KWADUKUZA MUNICIPALITY'S COUNCIL CHAMBERS IN WARD 19"** and be placed in the Tender Box located at the **SCM Procurement/Stores Building, No.2 Industria Crescent Lavoipierre Building, KwaDukuza, 4450**, not later than **12H00 on 25 March 2025**, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic or faxed tenders will not be accepted.

**Bids will be evaluated and adjudicated according to the following criteria:**

- 80/20 preference points system will apply in terms of the preferential Procurement Regulations, 2022 (Points claimed will be scored for specific goals and proof of such claim must be provided with the BID). Failure in providing relevant proof will result in no points being awarded for specific goals.
- Council's Supply Chain Management Policy
- Contractor shall be registered on the National Treasury's Central Supplier Database.
- The tenderer shall attach hereto an original or a copy of the bank rating letter from a registered financial institution. Failure to submit the above shall invalidate the tender
- Contractor having a CIDB grading of 6 GB or higher.
- Certificate of Attendance at the clarification meeting.
- The employment of local labour shall be sourced within the wards of the KwaDukuza Municipality in terms of EPWP.
- Prices tendered must be firm and inclusive of VAT.  
NB: Bidders who are listed in the National Treasury register of defaulters and Restricted suppliers will be automatically disqualified.
- A copy of Municipal Utility Bill (not older than 3 months) in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant, then an affidavit from the landlord indicating that the levies are not in arrears. Should the above not be applicable, the service provider shall submit an affidavit.
- Where brand name is specified, an equivalent will suffice.
- Bidders need to score a minimum of 60 points under functionality and score the minimum points for each of the categories.
- The Bidder shall attach Audited Annual Financial Statements to this schedule for the past 3 financial years or since the date of establishment if established during the past 3 years or unaudited financial statements with proof of public interest score.
- The specific goals criteria to this Tender in terms of Section 2 (1)(d) and (e) of the Act is: EME's or QSE or Generic / Large Enterprise, which are at least 51% owned by Black people.
- RDP Criteria applied for this Tender: Service providers who resides within the Republic of South Africa will be considered. Proof of address by way of Utility bill or an Affidavit to confirm Locality must be provided with your bid.
- For all tenders awarded exceeding R4m, the Tenderer must sub-contract 45% on an EME or QSE which is at least 51% owned by black people within the jurisdiction of KwaDukuza Municipality.

Below is summary of Functionality scoring, full details of scoring are indicated in the Tender Data.

## EVALUATION MATRIX FOR ASSESSMENT OF FUNCTIONALITY

The evaluation criteria and maximum score in respect of each of the criteria are given hereunder.

*A Tender must score a minimum of **60 points** in Functionality will be considered for further evaluation*

Functionality criteria	Evaluation schedule	Maximum number of points
Criterion a) Experience of the Tenderer in similar projects	Schedule 1	40
Criterion b) Qualifications and experience of full time, site agent or contract manager	Schedule 2	20
Criterion c) Methodology and Programme (Maximum Points 40):	Schedule 3	40
<b>Maximum possible score for functionality</b>		<b>100</b>

Functionality shall be scored by not less than four evaluators in accordance with the above-mentioned schedules:

**The minimum number of evaluation points for functionality is 60.**

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Data Base. Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. Only EME's QSE or Generic / Large Enterprise, which are at least 51% owned by Black people. For all tenders awarded exceeding R4m, the Tenderer must sub-contract 45% on an EME or QSE which is at least 51% owned by black people within the jurisdiction of KwaDukuza Municipality. Canvassing in any form in the gift of Council is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from persons in the services of any organ of state.

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**NJ MDAKANE**  
**Municipal Manager**