



**TENDER NO. MN 103/2025**

**PANEL OF UP TO TEN CONTRACTORS FOR THE REPAIRS, MAINTENANCE AND REFURBISHMENT OF KWADUKUZA MUNICIPALITY HEATING, VENTILATION AND AIR CONDITIONING INFRASTRUCTURE DURING AND AFTER NORMAL WORKING HOURS FOR A PERIOD OF THREE(3) YEARS**

**T1.1: TENDER DATA AND INVITATION TO TENDER**

The KwaDukuza Municipality invites tenders for Tender MN 103/2025 **PANEL OF UP TO TEN CONTRACTORS FOR THE REPAIRS, MAINTENANCE AND REFURBISHMENT OF KWADUKUZA MUNICIPALITY HEATING, VENTILATION AND AIR CONDITIONING INFRASTRUCTURE DURING AND AFTER NORMAL WORKING HOURS FOR A PERIOD OF THREE(3) YEARS**

Tenderers shall be registered on National Treasury's Central Supplier Database.

The physical address for collection of tender documents is: The KwaDukuza Municipality, Electrical Engineering Services Department, Electrical Offices, No 21, Lavoipierre Building, 2 Industria Crescent, KwaDukuza, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 432.00** (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza (Cash or EFT only).

EFT shall be made directly to the Municipality Bank Account which is as follows:

Account Name:	KDM Primary Account	Account Type:	Cheque
Name of bank:	ABSA	Account Number:	4087627126
Name of branch:	Public Sector – KZN	Branch Code:	632005
Reference:	MN 103/2025		

Tender documents will be available from **09h00** on **02 February 2026**. The cut-off time for selling of tender document is **15h00 on 22 February 2026**. Contact person regarding collection of these documents is Fikile Langa, Tel No: 032-437-5502, email: Fikilel@kwadukuza.gov.za. Technical queries may be addressed to Cornel de Wet, email:cornelW@sivest.com . Tel No. 0764264469. Commercial queries may be addressed to Luyanda Tshonapi Tel No. 032 437 5114: Email: LuyandaT@kwadukuza.gov.za

**A compulsory clarification meeting, with representatives of the Employer, will take place at the KwaDukuza Municipality: NOKUKHANYA BUILDING , 10 LEONORA DRIVE BALLITO 4430 on 23 February 2026, starting at 10H00.** Failure to attend the compulsory clarification meeting 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 bring the original tender document at the clarification meeting shall be permitted to participate in discussion at the compulsory clarification meeting.**

Tenders shall be placed in sealed envelopes, endorsed with **MN 103/2025**, and be placed in the Tender Box at the Municipal Offices, No.2 Industria Crescent SCM Building KwaDukuza 4450, KwaDukuza, not later than **12h00 on 03 March 2026** at which time the tenders will be opened in public. Tenders are to be submitted on the original 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 your Bid). Failure in providing relevant proof will result in no points being awarded for specific goals /preference points.
- Council's Supply Chain Management Policy.
- The contractor shall be registered on the National Treasury's Central Supplier Database.
- The contractor shall provide the Municipality with a compliance clearance PIN to verify your tax compliance status.
- Certificate of Attendance at the clarification meeting.
- Compliant with the Technical Specification and submission of relevant support documentation.
- Bidders with a CIDB Certificate with a grading of **1 ME** or higher and will be eligible to tender.
- 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 the 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 a letter or certificate from the landlord indicating that the levies are not in arrears. Should the above not be applicable, the service provider shall submit an affidavit.**

- RDP criteria applied to this bid: this bid is open **ONLY** to all bidders within the province of KwaZulu Natal.
- The specific goals criteria applied to this tender in terms of Section 2 (1)(d) and (e) of the Act is EME, QSE which are at least 51% owned by black people.
- Certificate of Attendance at the compulsory clarification meeting.
- 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 services) and Local municipality (rates, electricity, refuse and other) or if the bidder is a tenant, then a lease agreement and 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 to that effect.
- Where brand name is specified, an equivalent will suffice.
- The intention of the bid is to appoint a maximum of ten (10) highest scoring bidders on functionality.
- Bidders need to score a minimum of **60 points** under functionality.
- Being part of the panel does not guarantee work.

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

#### EVALUATION MATRIX FOR ASSESSMENT OF FUNCTIONALITY

<b>Evaluation for functionality Criterial</b>	<b>Description</b>	<b>Maximum Point</b>
Experience of the Bidder	Bidder's previous experience on similar work/projects	35
Qualifications and experience of Key personnel	Bidder's to be assigned Key personnel Competency in terms of qualifications, training and previous experience on similar work/projects	30
Method statement	Approach statement	20
Locality	Local development	15
<b>Total</b>		<b>100</b>
<b>Minimum</b>		<b>60</b>

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 shall be scored by not less than three 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 and preference will be given to Affirmable Business Enterprises. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company. 1 % of the project value must be allocated to skills development program within KDMs jurisdiction. 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**