

## BID NOTICE / ADVERT

The Makana local municipality wishes to invite suitable service providers to provide the following goods and services.

RFQ Name	RFQ Number	Closing Date & Time	Compulsory Briefing / Site Inspection
<b>LEASING OF OFFICE SPACE IN MAKHANDA FOR TRAFFIC DEPARTMENT</b>	<b>MLM/RFQ-001/2024-25</b>	<b>24 December 2024</b>	<b>N/A</b>

Bidders are required to submit the following documents:

- Founding Statement (CK / Company Registration Certificate) or certified copy, if a sole proprietor provide affidavit confirming ownership.
- Valid SARS Tax status report Issued with a Pin.
- Completed and signed MBD 1, MBD 4, MBD 6.1, MBD 7.1, MBD 7.2, MBD 7.3, MBD 8 & MBD 9, **Failure to submit all the required documents will result in disqualification.**
- Certified copies of the Directors/Owners/Partners' Identity documents.
- Certified Copy of the Billing Clearance reflecting nil arrears amount for municipal account or lease agreement signed by both parties (both lessor and the lease), **if expired, proof of extension of the lease must be attached or statement of municipal account which is not more than 3 months old and not more than 3 months in arrears must be attached and be returned with the tender document. If arrangement has been made to pay the arrear municipal account, then certified proof of such arrangement must be attached. If lease agreement is submitted, proof from the lessor, with municipal account reflecting no arrears for more than 90 days. Failure to submit will result in disqualification.**
- Tenderers must be registered on the Central Supplier Database (CSD). Proof of registration (CSD Registration report) must be submitted.
- NB: Failure to submit all the above required information will result in disqualification of the bidder.**
- RFQ's which are late, incomplete, unsigned, or submitted by fax or electronically, will not be accepted.
- Documents must be filled with black ink.
- NB:** For JV and partnerships Each Directors must complete and sign the MBDs, each JV/Partner must submit CSD; ID and JV/Partnership agreement to be submitted. **Failure to do so will result in disqualification.**
- Prices must be valid for a period of 90 days from the closure date of the RFQ.
- Makana Supply Chain Management Policy, The Preferential Procurement Policy Framework Act (PPPFA) No.5 of 2000 together with the Preferential Procurement Policy Regulations of 2022 will apply.
- Received Bids will be subjected to the following evaluation criteria:
  - Stage1-Evaluation in terms of the applicable functionality criteria**
  - Stage 2-Evaluation in terms of the points for price and points for the specific goals per PPPFA Regulations of 2022 i.e., 80/20**
- A bidder that scores less than **70%** in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified and will not be evaluated further for price and specific goals. Only bidders who score **70%** or more will be evaluated for price and specific goals.
- Specific goals will be utilized where 10 points will be allocated to 100% black owned companies, 5 points to 50% black youth owned companies and 5 points to locally based businesses. **NB: A certified proof of business address within the Makana Local Municipality Jurisdiction must be attached for Locally based businesses. Bidders who fail to attach such proof will forfeit the allocated points.**

**PLEASE REFER TO THE RELEVANT TENDER DOCUMENT FOR THE DETAILED FUNCTIONALITY CRITERIA AND FURTHER BID CONDITIONS.**

- Bids must only be submitted on the bid documentation provided by the municipality.
- A one-envelope system will be followed.

### Bid documents:

Bid documents will be available at Makana website published with the advert at no cost to the bidder.

Completed bid documents in a sealed envelope, clearly marked with RFQ number and RFQ name of the applicable project must be deposited in the **RFQ BOX** situated at upstairs Makana Local Municipality: Finance Department at 92 High Street Grahamstown not later than the closure dates and times indicated on the table above.

Makana Local Municipality does not bind itself to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid.

**Project Manager:**

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[giuliano.flotman@makana.gov.za](mailto:giuliano.flotman@makana.gov.za) (LEASING OF OFFICE  
SPACE IN MAKHANDA FOR TRAFFIC DEPARTMENT)

All SCM queries are to be directed to Ms. Tabisa Mvane Tel:  
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Skeyi email: [vskeyi@makana.gov.za](mailto:vskeyi@makana.gov.za).



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**MR. P.M. KATE**

**MUNICIPAL MANAGER**