



BID NOTICE / ADVERT

The Makana local municipality invites suitable service providers to provide the following services.

Tender Name	Tender Number	Closing Date & Time	Compulsory Briefing / Site Inspection
Travelling and Accommodation Agency Services for a Period of 36 Months	MLM/2025-26/BTO/009	17 December 2025 @ 12h00 PM	N/A
Appointment of a Service Provider for the Installation and Maintenance of an Electronic Document and Records Management System for Makana Local Municipality with Technical Support for 36 Months	MLM/2025-26/CSS/001	17 December 2025 @ 12h00 PM	N/A
Supply and Delivery of Stormwater Material for a Period of 36 Months as and when required	MLM/2025-26/INFRA/012	27 November 2025 @ 12h00 PM	N/A
Re – Advertisement Provision of a once off Renovations for Makana Local Municipality Finance Building	MLM/2025-26/BTO/002	27 November 2025 @ 12h00 PM	19 November 2025 @10h00 AM in City Hall
Re – Advertisement of Community Lighting: Retrofitting of High Mast Lights for Makana Local Municipality	MLM/2025-26/INFRA/002	27 November 2025 @ 12H00 PM	19 November 2025 @ 14h00 PM in City Hall

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 8 & MBD 9, **Failure to submit all the required documents will result in disqualification.**
 - Certified copies of the Directors/Owners/Partners' Identity documents.
 - Copy of the Statement of Municipal Account reflecting nil arrears or Lease Agreement signed by both parties (both lessor and the lease), if expired, proof of extension of the lease must be attached and returned with the document. If an arrangement has been made to pay the arrear municipal account, then proof of such an 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.**
- Bidders must be registered on the Central Supplier Database (CSD). Proof of registration (CSD Registration report) must be submitted.

- An electronic copy of the completed tender document with returnable documents **MUST** be submitted with tender submission saved in a flash drive. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON USB will deem the bid non-responsive
- CIDB Grading 2GBPE for MLM/2025-26/BTO/002
- CIDB Grading 3EP for MLM/2025-26/INFRA/002
- **NB: Failure to submit all the above required information will result in disqualification of the bidder.**
- Tenders 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 tender.
- 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.**

All SCM queries are to be directed to Ms. T. Mvane Tel: 046 603 6222 emails: tmvane@makana.gov.za and Mr. V Skeyi email: vskeyi@makana.gov.za.



Mr. P.M. Kate

MUNICIPAL MANAGER

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

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

Bid documents:

Will be available at Makana Finance Offices upon payment of R945.00 for MLM/2025-26/BTO/009, MLM/2025-26/CSS/001, MLM/2025-26/INFRA/012, MLM/2025-26/BTO/002) and (R1 672.00 for MLM/2025-26/INFRA/002) non-refundable cash fees for each tender document from 18 November 2025 and available for collection

Completed bidding documents in a sealed envelope, clearly marked with Tender number and Tender name of the applicable project must be deposited in the **TENDER BOX** situated at Makana Local Municipality: Finance Department at 92 High Street Makhanda not later than the closure dates.

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.

All Technical Enquiries are to be submitted to Project Manager: Ms. N. Appolis nappolis@makana.gov.za for (Travelling and Accommodation Agency Services for a Period of 36 Months)

Project Manager: Ms. N. Xintolo nxintolo@makana.gov.za (Appointment of a Service Provider for the Installation and Maintenance of an Electronic Document and Records Management System for Makana Local Municipality with Technical Support for 36 Months)

Project Manager: Ms. G. Mfeti gmfeti@makana.gov.za (Supply and Delivery of Stormwater Material for a Period of 36 Months as and when required)

Project Manager: Mr. N. Mdala nmdala@makana.gov.za (Re – Advertisement Provision of a once off Renovations for Makana Local Municipality Finance Building)

Project Manager: Mr. V. Silinga vsilinga@makana.gov.za (Re - Advertisement of Community Lighting: Retrofitting of High Mast Lights for Makana Local Municipality)



TENDER CANCELLATION

TENDER NUMBER	TENDER NAME
MLM/2025-26/BTO/002	Provision of a once off Renovations for Makana Local Municipality Finance Building
MLM/2025-26/INFRA/002	Community Lighting: Retrofitting of Highmast Lights in Makana Local Municipality

- TO ALL BIDDERS, PLEASE TAKE NOTE THAT THE ABOVE-MENTIONED TENDER HAS BEEN CANCELLED FOR RE - ADVERT.

FOR ANY QUESTIONS REGARDING THE MATTER PLEASE DO NOT HESITATE TO CONTACT Mr V Skeyi or Ms U Kitsili @ 046 603 6022 emails: vskeyi@makana.gov.za/ukitsili@makana.gov.za

The municipality sincerely apologise for any inconveniences caused

Issued by office of the Municipal Manager: Mr. P.M. Kate

MR.P.M. KATE