

BID NOTICE / ADVERT

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

RFQ Name	Tender Number	Closing Date & Time
Supply and Delivery of 8 Laptop Computers and 8 Compatible Laptop Backpacks	MLM/RFQ_2026-27/MM/001	28 August 2026 @ 12H00 PM

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.**
- An electronic copy of the completed tender document with returnable documents MUST be submitted with RFQ submission saved in a flash drive. Failure to submit **AN ORIGINAL HARD COPY AND A COPY ON USB** will deem the bid non-responsive
- 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). Valid Proof of registration (CSD Registration report) must be submitted.
- RFQs 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.
- **NB: Failure to submit all the above required information will result in disqualification of the bidder.**
- 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 RFQ 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:

Bid documents will be available at Makana website at no cost to bidders.

Completed bidding documents in a sealed envelope, clearly marked with RFQ number and RFQ 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: Mr. T. Matshuisa - matshuisa@makana.gov.za** for Supply and Delivery of 8 Laptop Computers and 8 Compatible Laptop Backpacks - **MLM/RFQ_2026-27/MM/001**

All SCM queries are to be directed to Mr. V. Skeyi Tel: 046 603 6222 email: vskeyi@makana.gov.za



Mr. P.M. Kate

MUNICIPAL MANAGER