



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

Email: MadoloN@harrygwalaadm.gov.za

BID NOTICE

Bids are hereby invited from qualified and experienced Bidders for the provision of the following services for the Harry Gwala District Municipality.

PROJECT NAME	TENDER NUMBER	CLOSING DATE
REQUEST FOR PROPOSAL FOR ADVERTISING AGENT FOR HARRY GWALA DISTRICT MUNICIPALITY FOR A PERIOD OF 24 MONTHS.	HGDM913/HGDM/2026	19 OCTOBER 2026 AT 12H00

Invalid or non-submission of the following documents will lead to immediate disqualification.

Joint-Venture Agreement: A Joint-Venture Agreement, if applicable, must be submitted with tender.

The following returnable documents must be submitted with the bid:

- Prices must be firm and must be inclusive of all applicable taxes.
- The following MBD forms must be submitted with all Bids (available on our website and reception) MBD 1,4, 8 and 9.
- A signed MBD 6.1 form must be completed to claim for preference points.
- Service providers must quote as per specification required.
- All bids submitted shall be valid for 90 days after the tender closing date.
- Valid tax clearance certificate or SARS pin.
- Attach CSD Report not older than 30 days.
- Your company must be registered on the municipal database and central supplier database.
- Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders. Executive directors / non-executive directors) and for the company to confirm that Municipal rates are not in arrears for more than 90 days.
 - Attach a valid lease agreement if the company is leasing the office space.

- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if account is under parents, siblings, grandparents and you are not paying any Municipal rates.

- The bid will be evaluated as follows:

First stage: Functionality

Second stage: Price and specific goals

The 80/20 preference point scoring system will apply:

Price 80 points

Specific Goals 20 points

SPECIFIC GOALS

PREFERENCE POINT SYSTEM DESCRIPTION		NUMBER OF POINTS	VERIFICATION DOCUMENTS
SPECIFIC GOALS			
Enterprise Located within the Harry Gwala District	Locality	10	CIPC documents/ CSD Report ID copies
Enterprise located in the province of KwaZulu Natal but outside of Harry Gwala District Municipality		8	
Enterprise located outside the KZN province but within South Africa		6	
Promotion of black owned enterprises, At least 51% Black owned enterprise.	Ownership	10	CIPC documents/ CSD Report ID copies
Total points		20	

COLLECTION OF BID DOCUMENTS

Bid documents may be collected from the 25 **September 2026** between **09h00 to 16h00** at **Harry Gwala District Municipality Offices, Finance Services Department, situated at Ixopo 40 Main Street, Ixopo 3276**. Tender documents will be issued upon payment of a non-refundable cash fee of **R500.00** each. Bid documents can also be downloaded on the municipal website: **www.harrygwalamunicipality.gov.za**.

Personal information will be processed in accordance with POPIA and used only for purposes related to this tender.

CLOSING DATE

The closing date for the bid is as per the table above. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **Tender Number and Project Name** on the outside of the envelopes, addressed to **The Municipal Manager**.

Bids must be deposited in the **Bid Box at the reception area of Harry Gwala District Municipality, 40 Main Street, IXOPO before the closing date and time**. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the bid.

BID ENQUIRIES

All bid enquiries and other matters shall be directed to the Manager Administration: Ms. V Roberts during working hours on Tel. :039-834 8700 or email: robertsv@harrygwalamunicipality.gov.za



GM. Sineke
Municipal Manager