



## 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@harrygwalam.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     | COMPULSORY BRIEFING                                             | CLOSING DATE                |
|-----------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------|-----------------------------|
| DETAILED DESIGNS OF NEW OFFICES ON PORTION 2 OF ERF 2226, ELLERTON (UMNGENI FARM) | HGDM917/HGDM/2026 | 02 OCTOBER 2026<br>AT 10H00<br>AT HGDM,<br>UMNGENI<br>BOARDROOM | 19 OCTOBER 2026<br>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, 3, 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 DISCRIPTION                                                |                 | NUMBER OF POINTS | VERIFICATION DOCUMENTS               |
|------------------------------------------------------------------------------------|-----------------|------------------|--------------------------------------|
| <b>SPECIFIC GOALS</b>                                                              |                 |                  |                                      |
| Enterprise Located within the KZN Province.                                        | <b>Location</b> | 20               | CIPC documents/ CSD Report ID copies |
| Enterprise Located outside of KZN Province but within the Republic of South Africa |                 | 10               |                                      |
| <b>Total points</b>                                                                |                 | <b>20</b>        |                                      |

### **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](http://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:** Mr. L.D Zondi and Ms. TT Mahlaba during working hours on Tel: 039-834 8789 and 039 834 5515 respectively or email: zondil@harrygwaladm.gov.za and mahlabat@harrygwaladm.gov.za.

  
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**GM. Sineke**  
**Municipal Manager**