

	<b>HANTAM MUNICIPALITY</b>		
	<b>TENDER NOTICE AND INVITATION TO BID</b>		
	<b>DEPARTMENT:</b>	<b>DIRECTORATE: CORPORATE SERVICES</b>	
<b>ADVERTISED IN:</b>	Die Burger, Municipal Notice Board and Municipal Website		
<b>TENDER NR.</b>	NC065/T19/2024	<b>Published date:</b>	17 September 2024
<b>Tender Description:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR THE PREPARATION OF THE INTEGRATED DEVELOPMENT PLAN (IDP) OF HANTAM MUNICIPALITY FOR A PERIOD OF 36 MONTHS.</b>		
<b>Closing Date</b>	25 October 2024	<b>Closing Time:</b>	12H00
Bids will be opened immediately thereafter, in public at the Hantam Municipality, Supply Chain Management Unit, Finance Building, 20 Dr Nelson Mandela Rd, Calvinia, 8190.			
<b>Availability of Bid Documents</b>			
Tender Documents will be available at no charge from the Hantam Municipality Website at <a href="http://www.Hantam.gov.za">www.Hantam.gov.za</a>			
<b>Date Tender Documents are Available:</b>	25 September 2024		
<b>General requirements</b>			
<p>Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the office of the Hantam Municipality, Supply Chain Management Unit, Finance Building, 20 Dr Nelson Mandela Rd, Calvinia, 8190.</p> <p>Bids may only be submitted on the bid documentation that is issued.</p> <p>The evaluation of this bid will be subjected to a pre-evaluation functionality scoring. Tenderers must achieve a functionality score of 70% to be evaluated further. The functionality criteria and weighting are set out in the tender document.</p> <p>Bids will be evaluated according to the 80/20 points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022.</p> <p>The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.</p> <p><b>NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017)</b></p> <p>Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the CSD. Application forms are obtainable from Hantam Municipality Local Office in Calvinia.</p> <p>A Valid and Original Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS should accompany your document or a certified copy of the original Tax Clearance Certificate/ PIN.</p>			

**Specific goals (20 Points):**

1. The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations – **10 Points**.
2. Locality – **10 Points**.

Certified copy of the latest Municipal Account on the address of the business AND that of the directors, as per CK1 MUST accompany the bid document (NB. Bidders may not be in arrears for more than three months (90 days) with municipal rates and service charges)/ if business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document. Certified copies of Identity Documents (ID's) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.

Price quoted must be firm and inclusive of VAT.

Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted.

The Supply Chain Management Policy and PPPFA Policy of Hantam Local Municipality will apply.

The contract will be valid for 36 months.

**Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.**

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption, or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

A set of tender documents with detailed specifications can be obtained from Mr. A. M. Pieters, Supply Chain Management at the cost of R 693.60, 20 Dr Nelson Mandela Drive, Calvinia, 8190, Email: [Apieters@hantam.gov.za](mailto:Apieters@hantam.gov.za) or at (027) 341 8500 before the specified date and time. **NB:** Tender Documents will be available at no charge from the Hantam Municipality Website at [www.Hantam.gov.za](http://www.Hantam.gov.za) or from the e-tender portal.

<b>Preferential Procurement Point System Applicable</b>	80/20	<b>Local Content Requirement</b>	N/A
<b>Validity Period</b>	90 Days	<b>Site Meeting / Information Session</b>	N/A
<b>ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> Manager IDP & LED <b>Contact Person:</b> G. Mathys <b>Tel:</b> Written Enquiries Only <b>Email:</b> <a href="mailto:mathysgs@hantam.gov.za">mathysgs@hantam.gov.za</a>		<b>ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:</b> <b>Section:</b> Supply Chain Management <b>Contact Person:</b> A. M. Pieters <b>Tel:</b> Written Enquiries Only <b>Email:</b> <a href="mailto:Apieters@hantam.gov.za">Apieters@hantam.gov.za</a>	
<b>Authorised by:</b>		<b>Acting Municipal Manager:</b> <b>Mr. J. Fortuin</b>	

## 1. TENDER NOTICE & INVITATION TO TENDER

Formal tender sealed and clearly marked “**NC065/T19/2024– Appointment of a service provider for the preparation of the Integrated Development Plan (IDP) of Hantam Municipality for a period of 36 months**” must be placed in the Municipal tender box at the Head Office of Hantam Municipality at 20 Dr Nelson Mandela Drive, Calvinia, 8190 no later than 12h00 on Friday, 25 October 2024 and will be opened in public immediately.

The municipality reserves the right to withdraw any invitation to tender and / or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest tender or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

Formal tenders will be evaluated and adjudicated in terms of 80/20 Preference Point System prescribed by the Preferential Procurement Policy Framework Act (Act5 of 2022) and the Municipality’s Supply Chain Management Policy. Furthermore, all tenders received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying supply chain management regulations).

Any technical enquiries can be made to Mr. G. Mathys at tel. no.027 341 8500, email [mathysgs@hantam.gov.za](mailto:mathysgs@hantam.gov.za)

### Following conditions will apply to the tender:

- The Tenderer MUST be registered on the Central Supplier Database (CSD) of National Treasury. Proof of registration should be attached to the tender document (CSD REPORT);
- A Valid and Original Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS should accompany your document or a certified copy of the original Tax Clearance Certificate/ PIN;
- The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations. A detailed project plan to be executed in Hantam Municipal Area for each year for the following years 2025, 2026 and 2027 must be submitted. 10-Points will be allocated as follows for this specific goal:

Submit <b>three</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	10 Points
Submit <b>two</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	5 Points
Submit <b>one</b> upliftment projects in the past 5 years within a municipal area, also submit municipal stamped reference letters from municipalities indicating contributions/community upliftment programmes/projects	1 Point

- Certified copy of the latest Municipal Account on the address of the business AND that of the directors, as per CK1 must accompany the bid document (NB. Bidders may not be in arrears for more than three months with municipal rates and service charges)/ if business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document.
- Certified copies of Identity Documents (ID’s) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.
- Price quoted must be valid for at least 90 days;
- Price quoted must be firm and inclusive of VAT;
- Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted.
- Bids must only be submitted on the documentation provided by the Hantam Municipality (original Bid Documents) and be completed with black ink.
- The Supply Chain Management Policy of Hantam Local Municipality will apply.

**Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.**

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

No tender will be considered to persons in the service of the state.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database of National Treasury, register without delay by completing the prescribed form or log onto [www.csd.gov.za register](http://www.csd.gov.za/register). Application forms are obtainable on our website.

**A set of tender documents with detailed specifications can be obtained from Mr. A. M. Pieters, Supply Chain Management at the cost of R693.60, 20 Dr Nelson Mandela Drive, Calvinia, 8190, Email: [Apieters@hantam.gov.za](mailto:Apieters@hantam.gov.za) or at (027) 341 8500 before the specified date and time. NB: Tender Documents will be available at no charge from the Hantam Municipality Website at [www.Hantam.gov.za](http://www.Hantam.gov.za) or from the e-tender portal.**

**Mr. J. Fortuin**

**ACTING MUNICIPAL MANAGER**