

NDLAMBE MUNICIPALITY

PORT ALFRED



INVITATION TO TENDER

The Ndlambe Municipality hereby invites service providers who are meeting the requirements below to submit tenders.

BID NUMBER	T16/2526	T19/2526	T20/2526	T21/2526
NOTICE	63/2026	60/2026	67/2026	68/2026
BID NAME	SUPPLY AND DELIVERY OF DIESEL AND PETROL FUEL	STREETLIGHTING & HIGH MAST MAINTENANCE	SUPPLY AND DELIVERY OF TOILET PAPER AND RELATED ITEMS	SUPPLY AND DELIVERY OF ROADS MATERIALS
COMPULSORY REQUIREMENTS	The bidder must be the holder of a Wholesale license under the Petroleum Products Act 120 of 1977 (Section 2A (b) of The Petroleum Product Amendment Act, 2003 (Proof must be submitted)	Minimum CIDB Grading of 2 EP or Higher	1. Bidders must be a manufacturer or authorised distributor of toilet paper and hand paper towels and must submit proof (Manufacturer's letter of intent) with the tender. 2. For 1-ply and 2-ply virgin toilet paper , bidders must submit a product description or SANS 1887-2:2021 certificate confirming the paper is virgin paper	N/A
Failure to meet the Compulsory requirements will result in the bid being deemed non-responsive.				
CLOSING DATE AND TIME	13 April 2026	27 March 2026	15 April 2026	14 April 2026
FUNCTIONALITY CRITERIA	Company Experience 75 Delivery Period 25 Total 100	Company Experience 40 Expertise 20 Vehicles & Equipment 20 Locality 20 Total 100	Company Experience 75 Delivery Period 25 Total 100	Company Experience 50 Ability to transport required items 30 Locality 20 Total 100
MINIMUM FUNCTIONALITY SCORE	75	70	75	70

Bidders shall take note of the following BID CONDITIONS:

- Prices must be valid for at least ninety (90) days from the closing date.
- Prices quoted must be firm and must, where applicable, be inclusive of VAT.
- Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- An original tax clearance certificate issued by SARS must accompany all tenders OR a tax reference number and PIN or TCC number must be provided. Tax status will also be verified against the Central Supplier Database (CSD)
- Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAAA" number).
- Bidders must complete the following forms, which are included in the returnable document:
 - Declaration of Interest (MBD4).
 - Certificate of Independent Bid Determination (MBD9).
 - NOTE: Bids will be deemed non-responsive, where bidders submit tenders in more than one bidding entity, or where it is found that the bidder has an interest in more than one bidding entity. This includes directorship, Joint Ventures or any other interests.
 - Declaration of Bidder's Past Supply Chain Management Practices (MBD8).
- Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form **MBD 6.1** (included in the returnable document) as well as a **certified copy** of the proof of B-BBEE status level of contribution. Further required evidence is noted in the tender document.
- Bidders are required to submit:
 - particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
 - A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.
- A Municipal Billing Clearance Certificate, which covers, if applicable, both the company and its directors, must accompany all bids (included in the returnable document).
- It should be noted that the 80/20 or 90/10 preferential points system will be applied, and that the lowest acceptable tender will be used to determine points scoring system to be used.
- The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policies.

- Documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.
- Failure to meet the Compulsory requirements will result in the bid being deemed non-responsive.

To ensure that tenders are not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. The returnable tender document, which includes full details of the specifications, is available for download, **free of charge**, from Ndlambe Municipality's website <https://ndlambe.gov.za/web/returnable-bid-documents/>

N.B. Bidders requiring a hard copy to be supplied by the municipality must pay a non-refundable tender deposit of R134.35, inclusive of VAT. In the latter case, the original receipt should be attached to the submitted tender document.

BIDS MAY ONLY BE SUBMITTED ON THE BID DOCUMENTATION ISSUED BY NDLAMBE MUNICIPALITY.

Tender documents may be collected from the Supply Chain Management office at Ndlambe Local Municipality Offices, 44 Campbell Street, Port Alfred, 6170 from **12 March 2026** (office hours 08h00 until 16h00).

Late submitted, unmarked, faxed, falsified, incomplete or e-mailed proposals will not be considered and will be disqualified. Completed Tender documents together with the samples of the offered units, supporting documents and externally endorsed documents must be placed in a sealed envelope marked "**BID NAME**" and deposited in the Tender Box at the Supply Chain Management Offices, 44 Campbell Street, Port Alfred not later than 12h00 on **the closing date**. Tenders will be opened at the Supply Chain Management Unit at 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL BE DISQUALIFIED.

Further technical details may be obtained from SCM tenders@ndlambe.gov.za

NOTICE DATE: 12 MARCH 2026

**ADV. R DUMEZWENI
MUNICIPAL MANAGER**