

# THE TENDER

## PART T1: TENDERING PROCEDURES

### T1.1: TENDER NOTICE AND INVITATION TO TENDER



**MKHONDO**  
LOCAL MUNICIPALITY

#### TENDER INVITATION FOR:

Tender No.	Description	Clarification Meeting Date & Time	Closing Date & Time
MKHO29/2022/23	Provision of EAWP (Employee Assistant and Wellness Programme) on an Ad Hoc Basis for a period of Thirty-Six (36) Months	Not Applicable	08/05/2023 @ 12H00

Mkhondo Local Municipality hereby invites suitable and reputable service providers to submit comprehensive tenders for the above-mentioned project. The service providers must comply with the VAT Act. Tender documents can be obtained from the e-Tenders Portal ([www.etenders.gov.za](http://www.etenders.gov.za)) and the municipal website ([www.mkhondo.gov.za](http://www.mkhondo.gov.za)) from **12/04/2023**. There will be no compulsory clarification meeting for this project. **Bids may only be submitted on the bid documentation provided by the Municipality with no alterations unless otherwise stated by the Employer.**

Sealed envelopes must be addressed to: The Acting Municipal Manager, Mkhondo Local Municipality  
PO Box 23, Mkhondo, 2380,

Marked with the descriptions above and the correct reference number and deposited in the '**TENDER BOX**' situated at MKHONDO Town Hall, Mark and de Wet Street, Mkhondo, **no later than Monday, 08<sup>th</sup> of May 2023 time 12:00 noon.**

No correspondence will be entered into with any tender regarding scores obtained, reasons for no appointment, etc. **No late, telephonic, facsimile or e-mailed tenders will be accepted.**

According to the Municipality Supply Chain Regulations issued by the Minister of Finance in terms of Section 168 of the Municipal Finance Management Act, Act 56 of 2003, persons who are within the organs of the state, like Councilors, and other elected representatives, full time employees and other directors of the public and municipal entities are prohibited from being eligible to bid or be awarded a contract to provide any services to the municipality.

The following **compulsory documents** must be accompanied with the tender, and failure to provide such documentations shall constitute automatic disqualification: **Proof of valid CIDB grading, Tax Compliance Status (TCS) Pin, Relevant and Valid proof of Registration with the Health Professions Council of South Africa (HPCSA), Certified copy of Company Certificate, Current Municipal Account / Valid Lease**

**agreement, certified copy of shareholder's ID documents, Full CSD Report (Not older than 30 days from tender closing), and Valid Authority of Signatory to sign the bid.**

Corporate social investment, bidders are mandated to make a provision for corporate social investment (CSI) at 1% as part of the municipality's empowerment program implemented through its supply chain management policy when allocated work.

All submissions will be adjudicated in terms of the Mkhondo Local Municipality's Procurement Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as well as the preferential procurement regulations, 2022 (PPR 2022). The 80/20 price and preference point system will be applicable for this tender, where 80 points will be allocated in respect of price and 20 points in respect of targeted (specific) goals. Copy of B-BBEE certificate or sworn affidavit for B-BBEE to claim B-BBEE points. Method 4 of evaluation of the acceptable proposals will be applied and responsive bids are expected to score at least a minimum of 60 % for quality to be considered for further evaluation. All bids shall be valid for a period of 90 days from the closing date of the bid

Mkhondo Local Municipality reserves the right to accept or not to accept the lowest priced or any other proposal. Bid prices will be used for evaluation purposes only and will not be considered as final award prices. Mkhondo Local Municipality reserves the right to appoint more than one service provider for the works.

*All administrative and supply chain management enquiries must be addressed to: Tel: M.C Gumede on the Email address: [mgumede@mkhondo.gov.za](mailto:mgumede@mkhondo.gov.za), and Technical enquiries to L.Botha on [lbotha@mkhondo.gov.za](mailto:lbotha@mkhondo.gov.za); Senior Manager Human Resources.*

**Mr. MS Dlamini  
Acting Municipal Manager:  
Mkhondo Local Municipality**