



**GREATER TZANEEN MUNICIPALITY**  
**GROTER TZANEEN MUNISIPALITEIT**  
**MASIPALA WA TZANEEN**  
**MASEPALA WA TZANEEN**

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**SUPPLY CHAIN MANAGEMENT UNIT**  
**DEPARTMENT: MUNICIPAL MANAGER**

**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR IDP  
STRATEGIC SESSION DRAFT IDP 2024/2025  
FINANCIAL YEAR CONFERENCE**

**BID NO: SCMU 21/2023**

Bids are hereby invited from interested service providers for appointment of a Service provider for IDP Strategic session draft IDP 2024/2025 Financial year Conference for Greater Tzaneen Municipality. Bid documents are obtainable at the Municipal website ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)) and Supply Chain Offices; Agatha Street, **upon a non-refundable fee of R700.00 or deposited to the following banking details: Greater Tzaneen Municipality; Absa Bank; Acc no:4051444332 reference number please write the name of the company.**

**Interested bidders must attach proof of the following documents to avoid disqualification:**

Proof of payment for tender document (**attach slip / receipt**); Copy of company registration certificate/ documents from CIPC; Certified ID copies of all directors; Tax compliance status Pin or certificate; statement of municipal rates and taxes for both company and directors appearing in CK (not older than 3 months) or copy of Lease Agreement with 3 Month proof of payment only (No statements) for the company and directors ; Certified copies of Permission to Occupy (PTO's) land for bidders residing in Tribal Authority's areas of jurisdiction or confirmation letter from Tribal Authority for bidders residing in rural areas; CSD registration summary report (not older than 3 months); Joint Venture Agreement (In case of a Joint Venture) signed off by both parties.

**Bidders must sanitise/ wear gloves when preparing their bid document.**

Completed bid documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Greater Tzaneen Municipality bid box, Civic Centre, Agatha Street, marked as Bid No: SCMU21/2023, Postal Address and contact details of the bidder.

Bid document will be available at [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za) and Supply chain Management office on the date of advert.

**Closing date: 16 November 2023 @ 12:00. Public bid opening will take place.**

## **EVALUATION OF BIDS**

**NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 points specific goals level of contributor.**

**Bidders shall take note of the following bid conditions:**

- a. Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.
- b. Greater Tzaneen Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- c. Contract period: Once off
- d. Council reserves the right to negotiate further conditions with the successful bidder.
- e. Council reserves the right not to appoint.
- f. No bidder will be appointed if not registered on Central Supplier Database.
- g. Council have the right to appoint more than one bidder;
- h. Late, incomplete, unsigned, faxed or emailed bids will not be accepted.

**Technical enquiries should be directed to Mr Headman Mkhari @ 015 307 8090**

**Administrative enquiries relating to the tender be directed to Ms. Z Ramothwala @ 015 307 8199**

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Mr. D Mhangwana  
Municipal Manager  
Greater Tzaneen Municipality