

# GREATER TZANEEN MUNICIPALITY



## SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: SUPPLY OF MATERIAL AND CONSTRUCTION OF CONCRETE VERGES FOR  
140 ADULTS GRAVES AT AGATHA

QUOTE NO: SCMUQ 04/2026

NAME OF BIDDER: .....

AMOUNT R ..... VAT incl.

AMOUNT IN WORDS: .....

.....RAND

CLOSING DATE:10 FEBRUARY 2026 @ 12H00



**PART A: MBD1**  
**GREATER TZANEEN MUNICIPALITY**  
**GROTER TZANEEN MUNISIPALITEIT**

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**SUPPLY CHAIN MANAGEMENT UNIT**  
**DEPARTMENT: COMMUNITY SERVICES**

**QUOTE DESCRIPTION: SUPPLY OF MATERIAL AND CONSTRUCTION OF CONCRETE**  
**VERGES FOR 140 ADULTS GRAVES AT AGATHA**

**QUOTE NO: SCMUQ 04/2026**

Quotations are hereby invited from interested service provider for the Supply of Material and Construction of Concrete verges for 140 adult's graves at Agatha. Documents are obtainable at Greater Tzaneen Municipality Supply Chain Management Offices and municipal website.

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

Latest CSD report, certified copies of IDs for all directors of the company, statement of municipal rates and taxes for both company and directors appearing in the CK (not older than 3 months / copy of Lease Agreement with 3 Months proof of payment only (No statements), certified copies of Permission to occupy (PTO's) land for bidders residing in Tribal authority's areas of jurisdiction / letter from traditional authority not older than 3 months for the company and the directors, Company work experience, Key Personnel and qualification of directors, registration with board of engineering association of South Africa, Health and Safety Plan, valid tax pin or tax clearance and signed joint venture agreements in case of a joint venture companies.

Completed 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 Quote No: **SCMUQ 04/2026, postal address and contact details of the bidder.**

**Document will be available at [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za) and Supply Chain Office from the date of advert.**

**Closing date: 10 February 2026 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.**

**EVALUATION OF BIDS**

**The Evaluation of the bid will be conducted in two stages; first stage will be assessment on functionality; relevant company experience – 30 points; key personnel experience and qualification – 30 points.**

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

Greater Tzaneen Municipality Supply Chain Management Policy will apply on this bid.

- a) Specific goals points scored.
- b) Council reserves the right not to appoint.
- c) No bidder will be appointed if not registered on Central Supplier Database.
- d) Contract period of this quote is – once off procurement.
- e) Late, incomplete, unsigned, faxed, or emailed documents will not be accepted.

**Technical enquiries should be directed to Ms T Stroh @ 015 307 8285**

**Administrative enquiries must be directed to Ms. N Mogofe @ 015 307 8086**

**PART B.1  
FORM OF OFFER**

**Quote for contract number: SCMUQ 04/2026**

I/We, the undersigned:

**Quote for an amount ..... % (vat inclusive) and.**

- a) Quote to supply and deliver to the Greater Tzaneen Municipality all or any of the supplies of goods described in both Specification and Scheduled of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this document, regarding delivery and execution.
- c) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.

Signed at .....this ..... Day of .....20.....

\_\_\_\_\_

**Signature**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.**

I/We the undersigned am/are authorized to enter into this contract on behalf of:

\_\_\_\_\_

By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this bid.

Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose.

**Failure to sign the form of offer and initialling each page of the document will result in disqualification of the bidder.**

**Part B. 2**  
**Quote Information**

Details of person responsible for bidding process

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting quote: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Authority for signatory**

Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Mr/ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the bid for

Contract \_\_\_\_\_ **No** \_\_\_\_\_

And any contract, which may arise there from on behalf of

---

Signed on behalf of the company: \_\_\_\_\_

In his capacity as: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of signatory



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

Tel: 015 307 8000  
Fax: 015 307 8049

P.O. Box 24  
Tzaneen, 0850

Tropical Paradise

**DEPARTMENT: COMMUNITY SERVICES (PARKS DIVISION)**

**Terms of reference for the Construction of Concrete Verges for 140 Adult Graves at Agatha Cemetery, Greater Tzaneen Municipality**

**Project Title**

Construction of Concrete Verges for 140 Adult Graves at Agatha Cemetery, Greater Tzaneen Municipality

**1. Scope of Works**

This specification covers the supply of labour, materials, plant, equipment, supervision, and all incidental works necessary for the construction of concrete verges around 140 adult graves at Agatha Cemetery. The works include setting out, excavation, formwork, concrete production and placement, finishing, curing, and reinstatement of disturbed areas.

**2. Applicable Standards and Regulations**

All works shall comply with the latest editions of, but not limited to:

- SANS 2001: Construction Works
- SANS 5861: Concrete pipes (where applicable)
- SANS 50197: Cement
- SANS 1083 / SANS 197: Aggregates
- Occupational Health and Safety Act, 1993 and Construction Regulations
- Greater Tzaneen Municipality cemetery by-laws and specifications

**3. Description of Concrete Verges**

- **Type:** Cast in-situ unreinforced concrete verge
- **Application:** Perimeter edging to adult graves
- **Quantity:** 140 adult graves [5 concrete verges of 21m length each]

**Typical Dimensions (unless otherwise directed)**

- Width: 800 mm
- Length: 21.0 m
- Thickness: 150 mm
- Depth below ground level: 50 mm minimum
- Finished height above natural ground: 25 mm
- Each verge must be marked in the middle of the concrete slab at 400mm width as well as every 1.5m in length as each grave plot is 1.5m wide.
- The 5 verges must be 6m apart from the middle of the first to the middle of the second verge.
- Verges must be in a straight line and have a level surface where tombstones are being erected on.

#### **4. Setting Out**

- Graves and verges shall be set out according to the approved cemetery layout plan.
- Alignment and levels shall be checked and approved prior to excavation.
- Any discrepancies shall be reported immediately.

##### **1. Excavation**

- Excavate to the required depth and width to accommodate the concrete verge.
- Excavations shall have firm, undisturbed bases.
- Soft or unsuitable material shall be removed and replaced with compacted selected material.
- Excavated material shall be disposed of at an approved location within the cemetery.

##### **1. Formwork**

- Formwork shall be timber, steel, or approved proprietary systems.
- Forms shall be rigid, leak-proof, and properly braced to maintain line and level.
- Internal faces shall be clean and treated with form release oil.

##### **1. Concrete Requirements**

###### **Concrete Class**

- Minimum concrete strength: **C20/25** (20 Mpa at 28 days)

###### **Mix Proportion**

- Cement: 1 part
- Sand: 2 parts
- 19 mm stone: 3 parts
- Water: Sufficient to achieve workable mix (water–cement ratio not exceeding 0.6)

## **Materials**

- Cement: SABS-approved Portland cement
- Sand: Clean, well-graded river sand, free from organic matter
- Stone: Crushed stone complying with SANS requirements
- Water: Clean potable water

## **8. Concrete Placement**

- Concrete shall be placed within 30 minutes of mixing.
- Compaction shall be by tamping or light vibration to eliminate air voids.
- Concrete shall be finished to a smooth, even surface with neat edges.
- Exposed edges shall be slightly rounded or chamfered to prevent chipping.

## **9. Joints**

- Construction joints shall be provided at intervals not exceeding 3.0 m.
- Joints shall be neat, straight, and uniform.

## **10. Curing and Protection**

- Concrete shall be cured for a minimum of 7 days.
- Curing shall be by wet hessian, plastic sheeting, or regular water spraying.
- Fresh concrete shall be protected from direct sunlight, rain, and vandalism.

## **11. Finishes and Tolerances**

- Surface finish: Steel trowel or smooth wooden float finish
- Line and level tolerance:  $\pm 5$  mm
- Edge alignment shall be true and uniform throughout.

## **12. Quality Control**

- Slump tests may be conducted on site if required by the Engineer.
- Any concrete found to be honeycombed, cracked, or out of tolerance shall be removed and replaced at the Contractor's cost.

## **13. Health, Safety and Environmental Requirements**

- Contractor shall comply with the OHS Act and site-specific safety plan.
- PPE shall be worn at all times.
- Dust, noise, and disturbance to funeral services shall be minimized.
- No pollution or spillage shall be allowed.

## **14. Completion and Handover**

- All surplus materials, formwork, and waste shall be removed from site.

- Disturbed areas shall be neatly reinstated.
- Works shall be inspected and approved by the Municipal Representative prior to final acceptance.

Quantity	Description	Unit Price	Total
140	5 concrete verges of 21m length each	R	R
		VAT 15%	
		TOTAL	

## 15. FUNCTIONALITY

### FUNCTIONALITY OF THE CONSTRUCTION OF CONCRETE VEGGIES PROJECT

Evaluation Criteria	Scoring system		Weight (%)
Relevant company work experience in Similar Projects	3-5 years' work experience	05	<b>30</b>
	1-3 years' work experience	03	
	No work experiences	0	
Key personal and Qualifications	Degree in Civil Engineering	05	<b>30</b>
	Diploma in Civil Engineering	03	
	No Qualification	0	
Company registered at Constructional Engineering Association of South Africa / Master Builders South Africa / any relevant Construction association	Company / Director registration	05	<b>30</b>
	No registration	0	
Health and Safety Plan	Plan provided	10	<b>10</b>
	No plan	05	
TOTAL			<b>100</b>

### EVALUATION OF QUOTATIONS

**NB: 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification (MOV) for specific goals	
Black person as defined in the policy	20		CK, CSD report and Certified Identification documentation	<b>Tick</b>
<b>TOTAL</b>	<b>20</b>			

**PART D**

**MBD 4**

**DECLARATION OF INTEREST**

- 1.No bid will be accepted from persons in the service of the state\*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

**3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Company Registration Number: .....
- 3.4 Tax Reference Number: .....
- 3.5 VAT Registration Number: .....
- 3.6 Are you presently in the service of the state\* **YES / NO**
  - 3.6.1 If so, furnish particulars.....
- Have you been in the service of the state for the past twelve months? **YES / NO**
- 3.7.1 If so, furnish particulars. ....
- 3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
  - 3.8.1 If so, furnish particulars.....
- 3.9 Have you been in the service of the state for the past twelve months?  
**YES / NO**
  - 3.9.1. If yes, furnish particulars.....

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\* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council.
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces.
- (b) a member of the board of directors of any municipal entity.
- (c) an official of any municipality or municipal entity.
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

10. Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1. If so, furnish particulars.....

3.11 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.....

3.12 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.12.1 If so, furnish particulars.....

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder

**CERTIFICATION**

**I, the undersigned**

**(name)**.....

Certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of Bidder

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