

GREATER TZANEEN MUNICIPALITY



SUPPLY CHAIN MANAGEMENT UNIT

QUOTE DESCRIPTION: SUPPLY, DELIVERY, INSTALLATION AND PROGRAMMING OF
SECURITY SYSTEM AT THE GREATER TZANEEN MUNICIPALITY

QUOTE NO: SCMUQ 31/2026

NAME OF BIDDER:

AMOUNT R VAT incl.

AMOUNT IN WORDS:
.....RAND

CLOSING DATE: 16 SEPTEMBER 2026 @ 12H00

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PART A: MBD1
GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT

SUPPLY CHAIN MANAGEMENT UNIT
DEPARTMENT: COMMUNITY SERVICES

**QUOTE DESCRIPTION: SUPPLY, DELIVERY, INSTALLATION AND PROGRAMMING OF
SECURITY SYSTEM AT THE GREATER TZANEEN MUNICIPALITY.**

QUOTE NO: SCMUQ 31/2026

Quotations are hereby invited from interested service provider for the Supply, delivery, installation and programming of security system at the greater Tzaneen municipality. 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, Company registration (CK), 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 31/2026, postal address and contact details of the bidder.**

Mandatory requirements: Company work experience, Key personnel work experience and Methodology. Compulsory briefing session on the 11 September @ 10h00 at old fire station, greater Tzaneen municipality. **Document will be available at www.greatertzaneen.gov.za and Supply Chain Office from the date of advert.**

Closing date: 16 September 2026 @ 12:00 at Greater Tzaneen Municipality; Civic Centre; Council Chamber.

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 Mr K Makhubele@ 015 307 8024
Administrative enquiries must be directed to Ms. N Mogofe @ 015 307 8086

PART B.1
FORM OF OFFER

Quote for contract number: SCMUQ 31/2026

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 atthis Day of20.....

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**

P.O. BOX 24
TZANEEN
0850

TEL: 015 307 8000
FAX: 015 307 8049

www.greatertzaneen.gov.za

BID SPECIFICATION: SUPPLY, DELIVERY, INSTALLATION AND PROGRAMMING OF SECURITY SYSTEMS AT THE GREATER TZANEEN MUNICIPALITY

1. INTRODUCTION

Bids are invited from experienced and registered service providers to bid for the Supply, Delivery Installation and Programming of Security Systems at the Greater Tzaneen Municipality.

2. DURATION OF PROJECT

This is a once-off project and shall be completed within 30 days upon appointment. The successful service provider shall be required to enter into a Service level Agreement (SLA) with the Greater Tzaneen Municipality. The contract is enforceable, and the Greater Tzaneen Municipality reserves the right to cancel if conditions are not satisfied without prejudice.

3. METHODOLOGY

Bidders to give detailed information regarding the Supply, Delivery, Installation and Programming of the Security Systems.

4. BRIEFING

Briefing session is mandatory, and non-attendance disqualifies bidders.

5. PROCUREMENT LEGISLATION

Greater Tzaneen Municipality has a detailed evaluation methodology premised the following legal authority: -

- Constitution of the Republic of South Africa, 1996.
- Municipal Finance Management Act 56 of 2003.
- Private Security Industry Regulatory Authority Act 56 of 2001.
- Protection of Information Act 84 of 1982.

- Criminal Procedures Act 71 of 1957.
- Protection of Personal Information Act 4 of 2013.
- Control of Access to Public Premises and Vehicles Act 53 of 1985.
- Greater Tzaneen Municipality Supply Chain Management Policy.

6. REQUIREMENTS

Sec 112 of the MFMA provides that: – *the supply chain management policy of a municipality or municipal entity must be fair, equitable, transparent, competitive and cost – effective.*

Municipal SCM Regulation 27 (2) (a) provides that: - *specifications must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services.*

Municipal SCM Regulation 28 (1)(b) provides that: - *the Bid Evaluation Committees must evaluate each bidder's ability to execute the contract.*

Section 1 of 2017 Preferential Procurement Regulations defines “functionality” as the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

7. FINANCIAL VIABILITY

Bidders must satisfy the Greater Tzaneen Municipality of its Financial Viability to render the security services sustainable for the duration of the contract, for this a declaration letter of solvency must be attached as proof of Financial Viability.

8. DOCUMENTS THAT MUST BE SUBMITTED FOR PRE-QUALIFICATION

Without limiting the generality of the Greater Tzaneen Municipality's other critical requirements for this bid, bidders must submit the documents listed below under table 6.1. all documents must be completed and signed by the duly authorized representative of the prospective bidders. During this phase, bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder's proposal may be disqualified for non – submission of any of the following documents.

**ITEMS REQUIRED FOR THE SUPPLY, DELIVERY, INSTALLATION AND PROGRAMMING
OF SECURITY SYSTEMS**

Items and Location (Place of Installation)	Quantity	Price	Amount
D10 smart motor gate, gate rail (steel)	7	R	R
Wireless Gate Beam set	14	R	R
2 button remotes	7	R	R
D10 smart anti-theft bracket	7	R	R
Gate wheels (90 – 100mm)	14	R	R
12v 7.2AH SLA Batteries	14	R	R
Electrical cable 50m x 2, mm	7		
Programming of D10 smart gate motor	7	R	R
		Sub total	R
		Vat 15%	R
		Total	R

FUNCTIONALITY

Functionality criteria		A	B
		Bid rating (score 1-5)	weighting
Company Work Experience (Attach appointment letter or orders)	A least 5 (Five) Appointment letters / orders in 2 year's work experience in Supply, delivery and installation of firearm safes.	5	60
	A least 3 (Three) Appointment letters in 2 year's work experience in Supply, delivery and installation	3	
	No appointment letter	0	
Key Personnel Work Experience (Min of 3 years' experience and CV)	Combined relevant work experience at least 3 years or more in similar work.	5	30
	Combined relevant experience at least 2 years or more in similar work.	3	
	No work experience	0	
Methodology	Methodology with detailed supply, delivery implementation for wall mounted safes	5	10
	No methodology	0	
	Total		100

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	Tick
TOTAL	20			

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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.

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

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.....

.....

¹MSCM 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.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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.....

.....

3.10 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**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company’s directors, trustees, managers?
Principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company’s director’s trustees, managers,
Principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers,
Principal shareholders or stakeholders of this company
Have any interest in any other related companies or
Business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder