

**THE MSUNDUZI MUNICIPALITY**

**SCM 25R OF 25-26**

**THE UPGRADING AND RE-RUNNING OF THE MSUNDUZI ENVIRONMENTAL  
MANAGEMENT FRAMEWORK (EMF) SOFTWARE PACKAGE TO OPERATE ON THE  
LATEST VERSION OF ARCGIS, AND RE-RUNNING OF THE MSUNDUZI EMF IN  
ACCORDANCE WITH REVISION REQUIREMENTS OF THE NATIONAL  
ENVIRONMENTAL MANAGEMENT ACT (NEMA), 1998 (ACT NO. 107 OF 1998) EMF  
REGULATION, 2010.**

**TENDER NOTICE**

Tenders are hereby invited from suitably qualified and experienced Consultant to undertake the review and upgrading of the current Msunduzi Environmental Management Framework (EMF) software package to operate on the latest version of ArcGIS, and re-running of the Msunduzi EMF in accordance with revision requirements of the National Environmental Management Act (NEMA), 1998 (Act No. 107 of 1998) EMF Regulation, 2010.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 21 January 2026.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on [www.etenders.gov.za](http://www.etenders.gov.za).

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R796.71 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Cherise Harris on direct Telephone No. 033 392 3241 or e-mail address [cherise.harris@msunduzi.gov.za](mailto:cherise.harris@msunduzi.gov.za)

For any procurement related enquiries, please contact Phiwe Mthlane (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2486 or e-mail address [phiwe.mthlane@msunduzi.gov.za](mailto:phiwe.mthlane@msunduzi.gov.za).

Tenders contained in sealed envelopes and marked with “**SCM 25R OF 25-26**” and the **Contract Description** must be placed in the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201, not later than **12h00 on Wednesday, 04 February 2026**, when they will be publicly opened. **Only Tenders placed in the Tender Box before the closing time above will be accepted**

**Tender Validity Period:** Four (4) months commencing from the closing date of tender.

**MANDATORY REQUIREMENTS**

1. A copy of registration certificates must be submitted with the tender document. Failure to do so will result in disqualification of the tender.
2. Mandatory requirements include a bidding team with the following members:

| CATEGORY | REGISTRATION BODY | NUMBER OF PROFESSIONALS |
|----------|-------------------|-------------------------|
|          |                   |                         |

|                                      |  |   |
|--------------------------------------|--|---|
| Professional Environmental Scientist | South African Council for Natural Scientific Professions (SACNASP) | 1 |
| Professional GIS Scientist           | The South African Geomatics Council (SAGC) or SACNASP              | 1 |

### **EVALUATION CRITERIA**

The tender shall be evaluated on a Two Stage Evaluation System. Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2022, issued in terms of Section 5 of the Preferential Procurement Policy Framework Act, Act No 5 of 2000 as follows:

#### **Stage 1 – Functionality**

To qualify, C.V.'s of professionals with details of experience in similar projects to be provided with completed documents.

To qualify for points for experience, details of work completed, value of work, name of referees and contact numbers are to be provided with completed tender document.

| <b>Evaluation Criteria</b>   |  | <b>Max Points</b> |
|--|--|-------------------|
| <b>1. Firm/Company:</b>  |  |                   |
| 1.1 Relevant Experience<br><br><b>Method of verification:</b> Companies must attach Reference letters of projects completed on clients' letterhead, signed and project reference number from the approving authority   | 0 points for less than 3 reference letters                             | /10               |
|  | 5 points for 3 reference letters                                       |                   |
|  | 7 points for above 3 to 5 reference letters                            |                   |
|  | 10 points for greater than 5 reference letters (maximum of 10 letters) |                   |
| <b>2. Experience of Key Personnel:</b>   |  |                   |
| Professional Environmental Scientist: Must list projects (projects should have start and end date with the month and year, and concurrent/overlapping projects will be counted as one) done in relation to the scope of work on the CV and should show a minimum of 5 years experience] <b>[Method of Verification:</b> Curriculum Vitae containing list of projects with start and end dates (including | Less than 5 years (0 points)   | /20               |
|  | 5 -10 years (10 points)  |                   |
|  | Greater than 10 years (20 points)                                      |                   |

|   |  |            |
|---|--|------------|
| month and year) of projects and traceable references; Registration certificate  |  |            |
| Professional GIS Scientist: Must list projects: (projects should have start and end date with the month and year, and concurrent/overlapping projects will be counted as one) done in relation to the scope of work on the CV and should show a minimum of 5 years experience]<br><b>[Method of Verification:</b> Curriculum Vitae containing list of projects with start and end dates (including month and year) of projects and traceable references; Registration certificate | Less than 5 years (0 points)               | /20        |
|   | 5 -10 years (10 points)                    |            |
|   | Greater than 10 years (20 points)          |            |
| <b>3. Relevant and Associated Work</b>  |  |            |
| 3.1 Environmental Assessment Projects successfully completed by the Professional Environmental Scientist: <i>project accompanied by a reference letter from client (letter must be in clients' letterhead, signed and include a reference number from the approving authority)</i>  | 1 point per approval and maximum 10 points | /10        |
| 3.1 GIS Spatial Planning Projects successfully completed by the Professional GIS Scientist: <i>projects accompanied by a reference letter from client (letter must be in clients' letterhead, signed and include a reference number from the approving authority)</i>   | 1 point per approval and maximum 10 points | /10        |
| <b>Total</b>  |  | <b>/70</b> |
| <b>Min Threshold: 71%</b>   |  | <b>50</b>  |

**Stage 2: Price and Preferential Points:**

| Goal  | Description   | Points    |     |
|---|---|-----------|-----|
| Ownership   | Black Owned Enterprise (BOE) with at least 51% South African black ownership                        | 10 points | /10 |
| Locality  | The Bidder that is located within uMgungundlovu District for the rendering of the required services | 10 points | /10 |
|   | The Bidder that is located within KwaZulu Natal for the rendering of the required services          | 5 points  |     |
| Method of verification: CSD   |   |           |     |
| Evidence: All Prospective bidders must submit/ attach a lease agreement or utility bill. Only lease agreements and utility bills will be used |   |           |     |
| Total   |   | 20 points |     |

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**MR S. F. MNDEBELE (MUNICIPAL MANAGER)**