

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 22 OF 25/26

**A PANEL OF SERVICE PROVIDERS TO UNDERTAKE AD-HOC PROFESSIONAL
PLANNING AND DEVELOPMENT SERVICES FOR PROJECTS ON AN “AS AND WHEN”
REQUIRED BASIS**

TENDER NOTICE

Tenders are hereby invited from suitably experienced service providers to undertake ad-hoc professional planning and development services for projects on an “as and when” required basis

Tender documents will be made available to tenderers from **14h00 on Friday, 31 October 2025**. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R796.02 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Londeka Sindane / Fulufhelo Nyadzani (Spatial Planning) on direct Telephone No. 033 392 2534 / 033 392 3627 or e-mail address **londeka.sindane@msunduzi.gov.za** / **fulufhelo.nyadzani@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2807 or e-mail address **vuyani.msimang@msunduzi.gov.za**.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “**SCM 22 OF 25/26**” and the **Contract Description** must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297; 30.3610014), not later than **12h00 on Tuesday, 2 December 2025**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

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

Tender Adjudication/Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act No. 28 of 2024. The Functionality for Stage One shall be evaluated on the following criteria:

No	Stage One - Functionality	Maximum Points
1	Project Team Experience – <i>Relevant Work Experience</i>	35
2	Similar Projects (<i>Schedule of Similar Projects of Company/ Town Planner – Project Leader</i>)	10

Total Functionality Points	45 Points
Minimum Threshold	78% (35 Points)

The allocation of Preference Points will be according to the following Specific Goals:

Specific Goals	Description	Maximum Points
Black Owned Enterprise (BOE)	At least 51% South African Black ownership and/or more than 51% management controlled by South African black people (Black Owned Enterprise (BOE))	5
Business Enterprise Owned by Women	At least 51 % Women Owned Enterprise and Controlled by one or more women or 51% Management Control by one or more women (Business Enterprise Owned by Women)	5
Business Enterprises owned by youth	A youth-owned business that is at least fifty-one percent (51%) owned and controlled by one or more youth	5
Location of a Business Enterprise	The promotion of enterprises located in a specific municipal area for work to be done or services rendered – Within Msunduzi Municipality's jurisdiction.	5
Total Preference Points (Specific Goals)		20

Tenderers 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. SF MNDEBELE (MUNICIPAL MANAGER)