

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 32 OF 25/26

**EXPRESSION OF INTEREST FROM LOCAL TOURISM ORGANISATIONS TO SUMIT
BUSINESS PLANS TO EXECUTE COMMUNITY BASED TOURISM PROGRAMMES**

The Msunduzi Municipality hereby seeks to appoint a panel of Service Providers for the above works. ***Only Service Providers who are registered with the Provincial Tourism Authority, (Tourism & Film Authority in KZN), through the KZN Department of Economic Development, Tourism and Environmental Affairs (EDTEA) will be considered for appointment.***

Tender documents will be made available to tenderers from **12h00 on Wednesday, 14 January 2026**. Tender documents can be downloaded and printed at the Tenderer's cost from the National Treasury e-Tender 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, 3201 as from the abovementioned date and time, at a non-refundable tender deposit fee of **R1 327.86 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries regarding the Specifications, Service Providers must contact Ms. Gugu Mvelase (Manager: Tourism)) on either Tel. No. 033 – 392 2973 or e-mail: **gugu.mvelase@msunduzi.gov.za**

For any procurement related enquiries, Service Providers must contact Vinesh Govender (Supply Chain Management Sub-Unit) on either Telephone No. 033 – 392 2027 or e-mail: **vinesh.govender@msunduzi.gov.za**.

A **compulsory Tender Briefing Meeting** will be held at **10h00 on Thursday, 29 January 2026**, in Auditorium No. 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg, 3201. An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 32 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 (co-ordinates - 29.6126297;30.3610014), not later than **12h00 on Wednesday, 18 February 2026**, 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 Evaluation & Adjudication Criteria: The tender shall be evaluated on a Two Stage Evaluation System, Stage One Functionality and Stage Two 80/20 Preference Point System. Adjudication criteria will be as per the tender document. The allocation of points will be in line with specific goals as prescribed in terms of Chapter 4 of the Public Procurement Act No. 28 of 2024.

The Functionality for Stage One shall be evaluated on the following criteria:

Evaluation Criteria	Max. Points Awarded
Tourism Promotion & Development Programmes	20
Total No. of Points Awarded	20
Minimum Threshold to Qualify For Next Stage	15 Points

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

Specific goals	Description	Max Points Awarded
BOE	≥ 51% Black Owned Enterprise or 51% management Control by South African Black People.	10
WOE	≥ 51% Woman Owned Enterprise and Controlled by one or more woman or 51% Management control by one or more woman.	5
Locality	Business Situated Within the Msunduzi Municipality's Area of Jurisdiction	5
Total Preference Points		20

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)