

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ07265725
Buyer: Dulwana, Miss Q [00065769]

Closing Date: 2026-07-21
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	1.00	EACH	CO-MANAGEMENT AND OPERATION OF THE MUNICIPAL POUND	Services are required for Co-Management and Operation of the Municipal Pound - AS and WHEN required as per specification and pricing schedule available at SCM in Harrower Road - Port Elizabeth "Fully completed pricing schedule to be uploaded on the Informal Tender Portal before the closing date and time of the advert - failure to do so may deem you non responsive "Minimum Requirements may be requested from the shortlisted bidders within the 72hr period after the closing date and time of the advert - failure to so do may deem you as non responsive. "Compulsory clarification meeting to be held: Place /Venue: 15th Floor - Lillian Diedericks Building - Govan Mbeki - Central - Port Elizabeth. Date and Time: 15th July 2026 @ 10h00 "For more information on the above item please contact: Ms Buyiswa Deliwe @ 041 506 5215 / 070 704 2250.	AA182154

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- BEFORE COMPLETING THIS FORM, SERVICE PROVIDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATION OF 2022 THE 80/20 SYSTEM APPLIES TO THIS TENDER.
- Acceptance of this tender submission is subject to the General Conditions of Tender and Conditions of Purchase
- Acceptance of this tender is subject to successful registration on the Nelson Mandela Bay Supplier Database.
- For further information to register, please call Compliance Section @ 041 506 3274
- Failure to comply with these conditions may invalidate your tender submission.
- All tender prices should be valid for a minimum period of thirty (30) days from date of tender.
- ALL TENDER RESPONSES SHOULD BE COMPLETED ONLINE AND NO FAX SUBMISSION WILL BE ACCEPTED BY SUPPLY CHAIN UNIT.

Public Health

SUPPLY CHAIN MANAGEMENT

INFORMAL TENDER NO: CSQ07265725

Ref:NMBM pound 2026

SPECIFICATION FOR THE CO-MANAGEMENT AND OPERATION OF MUNICIPAL POUND

1 PURPOSE :

To request for a suitable service provider for the Co-Management and Operation of the Municipal Animal Pound until 30 June 2027, the **THRESHOLD** is reached, or a formal **CONTRACT** is put in place, whichever occurs first. This is an **OPEN** tender.

1. BACKGROUND:

The Environmental Health Sub-Directorate within the Public Health Directorate operates the animal pound in terms of Government Notice 6740 of 2025 in terms of the Prevention of Communicable Diseases. Some of the pertinent legislation for pound management is the Pound Ordinance, 1938 (No. 18 of 1938). The Pound activities must comply with the Animal Protection Act, 1962, (Act No. 76 of 1962) in that no animal may be subjected to abuse and receive medical treatment without any undue delay. Dog Control Wardens of the NMBM enforce the Nelson Mandela Bay By-Laws Relating to Prevention of Public Nuisances Arising from Keeping of Animals, 2010.

Stray domestic animals and livestock may carry communicable diseases, create a municipal health nuisance and pose a potential health and safety risk to humans. Animals that are reported to be stray are impounded to abate the health nuisances, prevent the spread of zoonotic diseases and other incidents.

Currently all impounded animals are transported to the municipal pound situated in Uitenhage, ERF 12171, Schonlan Street, Kariega where they are kept in custody of the Pound Manager while awaiting to be reclaimed by owners, failing which livestock are auctioned to recoup fees to take care of them at the pound. Unclaimed domestic animals are either given up for adoption, and / or euthanized.

The required service is co-management and operation of the pound between the Environmental Health Sub-Directorate (Municipal Health Services) and the service provider in partnership.

The service provider is required to provide the following services:

2. SCOPE OF WORK:

The following functions to be performed by the Service Provider / Tenderer:

- To act on behalf of the Nelson Mandela Bay Municipality (NMBM) and care for all impounded livestock and domestic animals collected within the confines of the metro.
- Provide a Municipal Pound Management Service and provide care for the animals while in the custody of the municipality in terms of relevant legislation.
- Appoint a Pound Master/Mistress who shall through this appointment exercise full control, administrative and otherwise, over the pound operations.
- Through its appointed Pound Master/Mistress, the service provider shall be responsible for maintaining registers and keeping records of all impounded animals as defined by the Municipality. Such registers shall be available at all times for inspection by the authorised

- municipal officials. Pound master be able to take decisions in consultation with the municipality.
- Ensure that admission documentation for all animals admitted to the pound is correctly completed and filed.
- Appoint an Administrator/Receptionist.
- **Appoint at least one(1), experienced, Animal Health Technician /Veterinary Technician to assist with animal assessment and other related functions as and when required.**
- Appoint two(2) kennel assistants and any additional staff as and when required with prior municipal approval
- Be responsible for the payment of salaries, wage fees and other expenditure incurred with the operation of the pound, including but not limited to the provision of food, water, treatment, cleaning of kennels ,catteries and other pound areas. Animal treatment, disinfecting, etc.
- Ensure the segregation of impounded animals, isolating diseased animals and feeding to acceptable nutritional standards.
- Manage signs of ill health, distress or injury by providing medical care, either on site in the pound clinic or by liaison with off-site veterinarians.
- Ensure that severely injured or diseased animals brought in are humanely euthanized without delay.
- Treatment of all impounded and / or stray animals, including but not limited to dipping, deworming and veterinary services.
- Provide an afterhours service for the collection of stray domestic animals with the inclusion of weekends and public holidays, with prior written municipal approval.
- Removal of carcasses from site as and when required with prior written municipal approval.
- Accommodate and care for domestic animals for a period of seven (7) days and twenty-one (21) days for livestock impoundment. After the expiry of the above impoundment periods, there shall be consensus discussions between the municipality and the pound master/mistress on how the animals shall be disposed or further handled.
- The impounded livestock kept for more than twenty-one (21) days and which are unclaimed, will be advertised for auction following a consensus discussion with the municipality.
- During the auction, the animals shall be sold to the highest bidder and all the proceeds of the auction shall be deposited in the municipal bank account or to the nearest NMBM Budget and Treasury Cashier. All monies made during the auction shall be signed off by both the pound master/mistress and relevant municipal official before they are deposited in the municipal bank account or municipal cashier.
- Place a reserve on the animal for sale, and such reserve will not exceed the amount which the owner of such an animal would have been required to pay in terms of the National Pound Act and the relevant Municipal By-Law and tariffs.
- Ensure that claimed/auctioned animals shall only be released on providing proof of full payment of fees.
- The service provider will be responsible for removal of both general waste and Health Care Risk waste removal in a legal manner.
- Be responsible for the bagging, storage, transfer of refrigerated dog and cat carcasses to disposal point, removal of such carcasses from the site without delay, according to good waste management practices by an approved registered Health Care Risk Waste/ refuse removal contractor / company to an approved disposal site, and /or by incineration.
- Upon delivery of domesticated animals, staff should come, collect, treat animals for ticks/fleas and take the animals to clinic for a health assessment and then to a kennel.
- Maintain an effective system of expenditure control.
- Maintain a management, accounting and information system, which :
 - recognises expenditure when it occurred;
 - accounts for creditors of the service provider;
 - accounts for payment made by the service provider; and
 - maintain a system of internal control in respect of creditors and payments.
- Maintain a system that ensures that the invoice for the pound function is ring-fenced, thus separate entries will be made in respect of the actual expenditure relating to the pound services and proof of such expenditure will be provided to the Municipality.
- Ensure that funds received from the municipality are utilised for the purpose allocated.
- Procure the services of an external auditor to report on the accounts, financial statements and financial management of service provider.
- Maintain effective, efficient and transparent financial management and internal control systems.

- Open and maintain a bank account in the name of the Service Provider into which all monies received from the municipality, will be promptly paid, it being agreed that the service provider may not open a bank account ,for purposes of this agreement:
 - abroad, or
 - with an institution not registered as a bank in terms of the Banks Acts, Act 94 of 1990 or
 - otherwise than in the name of the service provider.
- Submit to the municipality the details of the bank account within seven (7) days of date of signature.
- Submit monthly reports to the NMBM by the 5th of each month.
- Submit detailed monthly invoices for services rendered in a month within 5 working days of the next month.
- Make provision for the necessary vehicles for the effective implementation of the required functions, at least a 1xLDV 1 ton vehicle fitted with canopy, easily cleanable for the safe transport of domesticated animals.

The property

- The premises where the Pound functions are to be performed is situated at Schonland Street, Cape Road Industrial Area, Uitenhage; on Erf no 12171, Uitenhage, with 1332m² in size.
- Prospective tenderers are free to view such premises, by pre-arrangement with the authorised municipal officials.
- The successful tenderer shall only use of the property for the effective execution of functions during the contract period.

The following services to be provided by the NMBM

- Maintain the lease of land with Facilities Management unit of the NMBM
- The service will be conducted between the NMBM and the successful tenderer.
- Such services will allow for, inter alia the following obligations from the NMBM:
 - to be responsible for payment of costs due to the service provider.
 - to ensure that an effective municipal impounding service is operational for relevant stray domestic animals during office hours and stray livestock at reasonable hours.
 - to arrange and attend weekly and monthly meetings with the Service Provider.
 - in conjunction with the Service Provider conduct monthly inspections to monitor compliance.
 - to provide basic stationery needed for the effective operation of the service.
 - Deploy its own staff to do work in the pound as and when required
 - Oversee the work of the service provider as deemed fit by the NMBM.
 - Where necessary enlist the services of the state vet and accommodate the state vet inside the pound.
 - To generate monthly performance reports of the service provider and to discuss performance issues with the service provider during the weekly/monthly meetings.
 - NMBM reserves the right to appoint a backup service provider in the event the awarded service provider is unable to deliver.
 - The NMBM also reserves the right to provide back up private impounding facilities.

3. SPECIAL CONDITIONS OF CONTRACT

BID SUBMISSION / RATES

The tenderer must complete the Schedule of Quantities in detail, with rates based on the following:

- Rates tendered must be inclusive and allow for the process to be executed finishing.
- Tenderers are requested to indicate their rates tendered (excl. VAT) on the attached schedule , and must ensure that rates tendered are all inclusive for the intended service to be delivered.



- The feeding of domestic animals (cats & dogs) within a seven (7)-day stray and a twenty-one (21) day for impoundment periods at an all-inclusive daily rate.
- The feeding of livestock (cattle, donkeys, sheep, pigs) within a twenty-one (21)-day impoundment period, at an all-inclusive daily rate. (Maximum 21 days).
- The humane euthanasia after a seven (7)-day stray impoundment period for domestic animals at a once off rate per event.
- The cost of treatment of all impounded and / or stray animals, including but not limited to dipping, deworming and veterinary fees, at a once-off all-inclusive payment per event.
- An all-inclusive cost for the removals of animal carcasses, twice a week.
- An all-inclusive rate for stray domestic animals collected during working hours (08h00 – 16h30) at a cost per km travelled, both ways, per occasion. All collections must be reported to the NMBM Dog Control Unit and be approved (phone call, email and messages) by a delegated municipal official prior collection.
- An all-inclusive rate for stray domestic animals collected after working hours, during weekends and public holidays at a cost per km travelled, both ways, per occasion.
- An all-inclusive monthly rate for sundries required to maintain the municipal pound and kennel facilities on site, including but not limited to chloride, disinfectants, fly bags required for pound operation.
- All of the above payment items will be recorded by the Service Provider in terms of pre-arranged procedures and standard reporting / recording forms.
- The NMBM will make payment within 30 days of the receipt of a detailed invoice from the service provider, with all authorization and feeding as well as euthanasia records/reporting forms attached. All pound fees applied by the service provider, as well as accrued to the NMBM, and procedures to effect this will be agreed to.

**4. COMPULSORY CLARIFICATION MEETING TO BE HELD:
PLACE / VENUE: 15TH FLOOR – LILLIAN DIEDERICKS BUILDING – GOVAM NBEKI AVENUE -
CENTRAL – PORT ELIZABETH**

DATE AND TIME: 15th JULY 2026 @ 10H00

5. MINIMUM REQUIREMENTS:

5.1 A fully completed pricing schedule must be submitted before closing date and time on the NMBM portal. **Failure will be deemed non responsive**

5.2 In addition to the above, prospective tenderers have to comply with the following

MINIMUM REQUIREMENTS: may be requested from the shortlisted bidders after the closing date and time of the advert – failure to do so may be deemed as non responsive

- To provide a schedule of external service providers (Veterinary Services) to be used in the execution of the various functions.
- To provide proof of accreditation with South African Veterinary Council, to allow for euthanasia of animal.
- To provide proof for the vehicle provision of letter of intent
- schedule of plant to be used and the specific utilisation.
- To provide proof of the tendering entity's experience in the Operation and Maintenance of a Pound.
- To provide a schedule of staff to be employed, with proof of relevant training and experience in animal care. (specific reference to the Pound Master/ Mistress, one experienced **Animal Health Technician OR Veterinary Technician** as well as kennel assistants, relevant training and experience in animal care, with or any additional staff as and when required via municipal approval.)

Public Health
PRICING SCHEDULE; CSQ07265725

FULLY COMPLETED PRICING SCHEDULE TO BE UPLOADED ON THE INFORMAL TENDER PORTAL BEFORE THE CLOSING DATE AND TIME OF THE ADVERT- FAILURE TO DO SO MAY RENDER YOU NON-RESPONSIVE

CO-MANAGEMENT AND OPERATION OF MUNICIPAL POUND

Item	Description	Unit	Quantity	Rate (Excl.VAT)
1.	Feeding domestic dogs per day	Per animal per day	1	
2.	Feeding domestic cats per day	Per animal per day	1	
3.	Feeding livestock per day	Per animal per day	1	
4.	Euthanasia of domestic animals	Per animal	1	
5.	Treatment of domestic animals	Per event	1	
6.	Treatment of livestock animals	Per day	1	
7.	Removal of carcasses from site o	1 per week	1	
8.	Collection of stray domestic animals during working hours (08H00-16H30) after reporting the matter to Dog Control Unit per kilometre.	Travel per km	1	
9.	Collection of stray domestic animals after working hours, during weekends and public holidays, per kilometre.	Travel per km	1	
10.	Removal of dry waste	Per week	1	
11.	Pound Master fee	Per month	1	
12.	Admin/Reception fee	Per month	1	
13.	Animal Health Technician /Veterinary Technician	Per hour	1	
14.	Kennel Assistant	Per day	1	
			VAT 15%	R
			Total Incl. Vat	R

NB:Feeding rates are for re-embursement for the feed purchased.
Total will be used for evaluation purposes only.

NAME OF THE SERVICE PROVIDER:

ADDRESS:

CONTACT DETAILS:

SIGNATURE:**DATED:**