

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY
BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ08265851
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-09-01
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	LOT	CURTAINING	Tenders are invited for Curtaining work as per specifications and returnable pricing schedule available on our NMBM on-line tender portal.	AA183248

Compulsory site meeting to be held:

Venue: Jenny's Room
City Hall
Vuyisile Mini Square
Goven Mbeki Avenue
Gqeberha

Date: 26 August 2026
Time: 10h00am

Tenderers will be further evaluated only if they meet the minimum requirement as per specifications stated below:
Brand name /Delivery Period of item must be stated on informal tender quote with submission on electronic system.
Brochure /sample of item may be requested from short listed tenderers after closing of Tender and to be provide within 72 hours of the request to provide.
Failure to meet the minimum requirements will deem the tender non-responsive.

For further information please contact
Ms T Godana @ 041 506 2309.

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.

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Corporate Services

INFORMAL TENDER CSQ08265851

SCOPE OF WORK AND SPECIFICATION FOR THE REMOVAL OF HEAVY-DUTY HIGH-QUALITY CURTAINS FROM THE CURTAIN TRACK, REPAIRS, STEAMING AND REINSTALLATION OF HEAVY-DUTY HIGH-QUALITY CURTAINS AT CITY HALL (MAYOR'S OFFICE, JENNY'S ROOM, RECEPTION & COUNCIL CHAMBER).

1. Purpose

To request Supply Chain Management (Acquisition) to assist us with the specification for removal of the heavy-duty high-quality curtains from the curtain track, repairs, steaming and reinstallation of heavy-duty high-quality curtains at City Hall (Mayor's room, Jenney's room, Reception and Council Chamber) as per the detailed scope of work.

2. Background

Corporate Services: *Facilities Management* amongst other responsibilities is to ensure that our facilities are fully equipped with the necessary furniture, for our various events/function within our facilities.

3. Scope of Work

DESCRIPTION OF WORKS

Conditions of Informal Tender

1. Please take note that should you not complete the work within the delivery period, the NMBM reserves the right to cancel the order in terms of clause 23.2 of the GP GCC 2010.
2. The rates supplied by the service provider are deemed to be all inclusive, including the transportation of the furniture to the specific site and from the site.
3. Kindly ensure that your furniture undergoes stringent quality assurance checks to ensure that the highest industry standards are met and our confidence in these products allows offering of warranties and guarantees.

Note: NMBM is not responsible for lost or stolen items or materials on site that belong to the Contractor. The Contractor is solely responsible for the security of its belongings.

TAKE NOTE: the height of the ceiling, therefore, make provision of the scaffolding.

4. Evaluation Process

- a) It is important to note that any proposal that does not conform fully with the above will be disqualified and will not be considered.
- b) Secondly the proposal will be evaluated according to the tender evaluation process applicable to the NMBM.
- c) Site visit and a **compulsory site briefing** meeting is required for this project.

Venue: Jenny's Room, City Hall, Vuyisile Mini Square, Goven Mbeki Avenue, Gqeberha

Date: 26 August 2026

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5. Disputes

Disputes must be settled by means of mutual consultation, mediation (with or without legal representation) or when unsuccessful, in a *South African Court of Law*

6. Queries

Queries can be directed to: Ms T Godana

Project Manager: Ms T Godana

Email: tgodana@mandelametro.gov.za

Tel: (+27) 41 506 2309

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RETURNABLE PRICING SCHEDULE

ITEM	DESCRIPTION	QTY	TOTAL COST
A	Hiring of scaffolding . Remove curtains-effect repairs check tracks Rehang with new hook Jenny's Room Mayors' office Council Chamber Reception	40drops	R
B	Health & Safety file Compulsory site briefing	1	R
C	Duration of work remove curtains - effect repairs - check tracks (not quoted) rehang with heavy duty hooks	2 days	R
	Total Vat Ex		R
	VAT 15%		R
	Total Vat Inclusive		R

Supplier Name: -.....

Contact Name:-.....Tel No.....

Signature:-.....Date:-.....



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NB: FAILING TO ATTEND SITE MEETING & ATTACH RETURNABLE DOCUMENTS / MINIMUM REQUIREMENTS AS REQUESTED BEFORE CLOSING DATE & TIME OF INFORMAL TENDER WILL RESULT IN DISQUALIFICATION.

NB: THIS DOCUMENT MUST BE COMPLETED AND LOADED ONTO ON-LINE SUBMISSION AS ATTACHMENT BEFORE THE CLOSE OF TENDER DATE & TIME

NB!! Price/s submitted must include VAT, whether you are VAT registered or not, in line with the PPPFA of 2022 and section 64 of the VAT Act, No 89 of 1991.

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