

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ10266109
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-11-13
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	BUILDING RENOVATIONS	Tenders are invited for Building Renovations work as per specifications and returnable pricing schedule available on our NMBM on-line tender portal.	AA189469

Compulsory site meeting to be held:

Venue: Harrower Road Depot
(Compliance Directorate)
Harrower Rd
North End
Gqeberha

Date : 05 November 2026
Time : 09h30am

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
Mrs N Mtshakaza @ 041 506 2696.

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.

Corporate Services

INFORMAL TENDER CSQ10266109

SCOPE OF WORK FOR HARROWER ROAD – COMPLIANCE OFFICES

Purpose

- To remove and replace flooring.
- To replace missing door tint/blasting.

Background

- To upgrade and prevent further damage and make it a conducive work environment.
- To maintain the facility in a clean, safe and well-maintained condition.

DESCRIPTION OF WORKS	
Conditions of Informal Tender	1. Informal tender is open for all CIDB 1 (GB) and higher contractors. 1.1 A copy of the Active CIDB registration or Registration Number to be submitted as a returnable schedule. 1.2 Verification of Active CIDB registration will be done on the day of scoring 2. Orders will be issued based on the CIDB grading per year. 3. Tender conditions to be that of the CIDB and GP GCC 2010 4. 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. 5. Please further take note that Contingency has been allowed for in the Returnable Pricing Schedule and as per clause 18 and 25 of the GP GCC 2010. Authorisation must be received from the Project Manager prior to work being performed on site. Take note that this is a percentage of the amount to do the works for unexpected / unforeseen events, which gets deducted from the offered price if not required. 6. The rates supplied by the Service Provider are deemed to be all inclusive. Including the provision of security where necessary to guard the material delivered on site. 7. Verification of measurements during site meeting must be done by the service provider, please do not rely on the estimate by the PM.

8. Contingency amount must be provided by the Service provider, if not the tenderer will be deemed non-responsive.

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 belonging

SCOPE OF WORK

Flooring

- Carefully remove existing flooring, including skirting, adhesive, and all associated materials. Prepare and level the floor substrate, including minor repairs where required. Level any uneven surfaces, wipe down the surfaces so that you remove any dust, debris or grime and sand down in preparation for new floor tiling and skirting. Supply and replace with Nu-Vinyl SPC Rigid Core Click Vinyl with Integrated IXPE underlay (1220mm x 183mm x 5mm) or equivalent, including edge trims, cutting, fitting, and finishing complete. Clean surfaces and leave the area ready for use. (Colour to be confirmed by client)
 - **Sis'Loyiso's office** (31.11m²)
 - **Mr Ngubo's office** (26.37m²)
 - **Claire's office** (28.51m²)
- Remove the old, damaged skirting, cart away and prepare wall to receive new skirting. Supply and replace with skirting matching the vinyl. (73.23m)

Door tinting

- Clean and prepare existing glass surfaces to aluminium door glazing. Supply and fit approved privacy window tinting film to glazing panels, including cutting to size, application, trimming, removal of air bubbles, finishing, and cleaning complete. (6 No.)

Leave site clean on completion. All material will be removed to a site storage location as directed by the client.

General

- A Health & Safety file is a requirement for this informal tender as it relates to the works if any.
- **Contractor to confirm price and delivery date submitted before order is approved.**
- **The contractor must, within 3 days of receiving the letter of appointment or order number from SCM, submit a scheduled programme with clear commencement and completion. Take into account the delivery date submitted on the offer.**
- Should a contractor fail to comply with the specification or schedule programme submitted, the PM will on behalf of the client give notice of its intention to terminate the order. If the contractor does not remedy the non-performance, the **order will be terminated** within 3 working days.
- Rubble to be removed daily from site.
- **No** Part Payment will be made in this contract. Service providers to ensure that there is adequate funding to do the works.
- Working hours are to be weekdays between 08H00 and 16H00. After hours or non- working hours and weekends to be approved by Project Manager. No additional labour to be incurred by NMBM on work done after hours.
- The service provider is to use local ward-based labour. Further take note that, for projects that are R 30 000-00 and above, the service provider is to complete EPWP certificates and supply all necessary documentation when submitting an invoice. For more information, contact Brian Mabusela on 0415061093
- Service provider to ensure that all staff sign attendance register daily.
- **SITE MEETING IS COMPULSORY.**

Venue: Harrower Road Depot

(Compliance Directorate)

Harrower Rd

North End

Gqeberha

Date : 05 November 2026

Time : 09h30am

Minimum Requirements

- Provide Carpentry trade test certificate/CETA/BIBC card or completed apprenticeship contract relevant to the scope of work.
- Provide fully priced returnable Schedule as per SCM requirements.
- Provide CIDB 1 (GB) certificate and higher contractors.

Above must be up-loaded on the on-line Tender portal before Close of Informal Tender date and time to avoid been NON-RESPONSIVE

1. Evaluation Process

- a) It is important to note that any proposal that does not conform fully to 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.

2. 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

3. Queries

Queries can be directed to:

Project Manager: Nwabisa Mtshakaza
Email: nmtshakaza@mandelametro.gov.za
Tel: 041506 2696

Corporate Services

INFORMAL TENDER CSQ10266109 **RETURNABLE PRICE SCHEDULE**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
HARROWER ROAD – COMPLIANCE OFFICES					
1	Flooring				
1A	Carefully remove existing flooring, including skirting, adhesive, and all associated materials. Prepare and level the floor substrate, including minor repairs where required. Level any uneven surfaces, wipe down the surfaces so that you remove any dust, debris or grime and sand down in preparation for new floor tiling and skirting. Supply and replace with Nu-Vinyl SPC Rigid Core Click Vinyl with Integrated IXPE underlay (1220mm x 183mm x 5mm) or equivalent, including edge trims, cutting, fitting, and finishing complete. Clean surfaces and leave the area ready for use. (Colour to be confirmed by client)				
	Sis'Loyiso's office (31.11m²)	M ²	31.11	R	R
	Mr Ngubo's office (26.37m²)	M ²	26.37	R	R
	Claire's office (28.51m²)	M ²	28.51	R	R
	Remove the old, damaged skirting, cart away and prepare wall to receive new skirting. Supply and replace with skirting matching the vinyl. (73.23m)	M	73.23	R	R
2A	Clean and prepare existing glass surfaces to aluminium door glazing. Supply and fit approved privacy window tinting film to glazing panels, including cutting to size, application, trimming, removal of air bubbles, finishing, and cleaning complete.	No.	6	R	R
	SUBTOTAL			R	R
	CONTINGENCY		10%	R	R
	HEALTH AND SAFETY FILE		ITEM		R
	SUBTOTAL			R	
	ADD 15% VAT			R	
	TOTAL			R	

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

Supplier Name: -.....

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

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

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.