

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ08265828
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-08-25
Closing Time: 11:00 A.M

Telephone : 041 506 7630

REFER ALL ENQUIRIES TO THE BUYER

ITEM	QUANTITY	UNIT	KEY WORD	DESCRIPTION	REQUISITION
1	8.00	EACH	LEASING OF UNFURNISHED OFFICE SPACE	Tenders are invited for the Leasing of an Unfurnished Office Space for a Councillor, Ward 8, for a Period of eight (8) Months, Starting 01 October 2026 - 30 June 2027 as per Specifications available from NMBM on-line Tender Portal. 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 Tiny Godana @ 041 506 2309.	AA183345
2	8.00	EACH	LEASING OF UNFURNISHED OFFICE SPACE	Tenders are invited for the Leasing of an Unfurnished Office Space for a Councillor, Ward 12, for a Period of eight (8) Months, Starting 01 October 2026 - 30 June 2027 as per Specifications available from NMBM	AA183345

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.

on-line Tender Portal.

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3	8.00	EACH	LEASING OF UNFURNISHED OFFICE SPACE	Tenders are invited for the Leasing of an Unfurnished Office Space for a Councillor, Ward 39, for a Period of eight (8) Months, Starting 01 October 2026 - 30 June 2027 as per Specifications available from NMBM on-line Tender Portal. 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 Tiny Godana @ 041 506 2309.	AA183345
4	8.00	EACH	LEASING OF UNFURNISHED OFFICE SPACE	Tenders are invited for the Leasing of an Unfurnished Office Space for a Councillor, Ward 54, for a Period of eight (8) Months, Starting 01 October 2026 - 30 June 2027 as per Specifications available from NMBM on-line Tender Portal.	AA183345

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NELSONMANDELABAYMUNICIPALITY
INFORMAL TENDER CSQ08265828 ITEM 1 - 4

1. PURPOSE OF REPORT

The purpose of this report /item is to request the Supply Chain Management to invite informal tenders for the leasing of Unfurnished office space for ward councillor's office in **wards-8 , 12 , 39 & 54**.

2. SCOPE OF WORK

The NMBM is looking for readily renovated premises for **wards-8 , 12 , 39 & 54** councillor's offices, with the following space measurements: -

- Reception area – 8.5m²
 - Main office – 11.5m²
 - Boardroom –14.5m²
 - Kitchenette – 4.5m²
 - Male, Female & disabled ablution facility – 2.5m² each
- The total square meter required is minimum of 46.5 m² to 50m².

The rental price will be paid in advance.

The total price to include the service charges.

Parking space to be provided.

The building to cater for the needs of the disabled (to be user friendly).

Provide liability insurance for the building.

No sub-letting is allowed in this tender as the lease will be between the lessee and the lessor ONLY.

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