

INFORMAL TENDER ADVERT

NELSON MANDELA BAY MUNICIPALITY

BUDGET AND TREASURY DIRECTORATE
PURCHASING AND STORES DIVISION

Tender Number: CSQ09266035
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-10-16
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.	AA183248/2

Compulsory site meeting to be held:

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

Date: 13 October 2026
Time: 09h00

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.

Corporate Services

INFORMAL TENDER CSQ09266035

SCOPE OF WORK AND SPECIFICATION

1. Purpose

Maintenance of curtains at City Hall.

2. Background

Facilities Management amongst other responsibilities is to ensure that our facilities are well maintained.

3. Scope of work

Maintain all curtains at City Hall.

Description of work	<u>SCOPE OF WORKS</u>
	• Steam clean, wash and iron 80 curtain drops, • Remove 6 curtains to effect repairs on tracks and sew stitches on torn drops. • Repair tracks and stitch torn 4 curtain drops and rehang with heavy duty hooks. • Curtain dimension is Width 3m and Hight 6m Take Note: The height of the ceiling, therefor make provision of the scaffolding. Further take note that, the duration of work to be two days as the facility is utilized daily for council business.

Conditions of Informal Tender

	1. Tender conditions to be that of the GP GCC 2010 2. 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. 3. 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.
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4. 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, until the project is handed back over to NMBM.

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.

5. Contractor to confirm price and delivery date submitted before order is approved.
6. 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. Consider the delivery date submitted on the offer.
7. 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.
8. Rubble to be removed daily from site.
9. **No** Part Payment will be made in this contract. Service providers to ensure that there is adequate funding to do the works.
10. 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
11. 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.
12. Service provider to ensure that all staff sign attendance register daily.
13. **SITE MEETING IS COMPULSORY.**

Venue: CITY,HALL,VUYISILE MINI SQUARE,GOVEN MBEKI . GQEBERHA

Date: 13 October 2026

Time: 09h00am

14. Returnable Schedule with the Returnable as per SCM requirements

	<u>MINIMUM REQUIREMENTS</u> Fully completed price schedule – Provide. <u>Above must be up-loaded on the on-line Tender portal before Close of Informal Tender date and time to avoid been NON-RESPONSIVE.</u>

4. Evaluation Process

- It is important to note that any proposal that does not conform fully to the above will be disqualified and will not be considered.
- Secondly the proposal will be evaluated according to the tender evaluation process applicable to the NMBM.

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:

Project Manager: Nonyaniso Mqolombeni

Email: nmqolombeni@mandelametro.gov.za

Tel: 041506 1355

Cell: 081 263 2597

Corporate Services

INFORMAL TENDER CSQ09266035

RETURNABLE PRICE SCHEDULE

ITEM	DESCRIPTION : City Hall	QTY	RATE	AMOUNT
1.	- Steam clean, wash and iron 80 curtain drops - Remove 6 curtains to effect repairs on tracks and sew stitches torn drops - The size must be uniform - Curtain dimension is- Width 3m and Height 6m	80	R	R
2.	3 curtains are torn need to be stitched (1.5m X 6m) 7 curtains need to be wash, iron and rehang with heavy duty hooks (3.5 X 6m) Curtains Dimension- Width 3.5m and Height 6m. (The size must be uniform)	10	R	R
3.	Duration of work			
4.	HEALTH AND SAFETY FILE	NIL	NIL	NIL
	Total Vat Ex	R		
	VAT 15 %	R		
	Total Vat Inclusive	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, weather you are VAT registered or not, in line with the PPPFA of 2022 and section 64 of the VAT Act, No 89 of 1991.