INFORMAL TENDER ADVERT

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

Tender Number: CSQ10266157
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-11-24
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. Compulsory site meeting to be held: Venue: Ward 6 Councillor Office 33 Stella Landt Drive Fernglen Gqeberha Date: 17 November 2026 Time: 10h30am Samples and/or brochures may be requested from bidders after the tender closing date and time. Failure to provide the requested items within three (3) working days of the request, or within an alternative timeframe agreed to in writing with the relevant Project Manager, will render the bid non-responsive and excluded from further evaluation. For further information please contact Mrs N Mtshakaza @ 041 506 2696.	AA189478

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.

INFORMAL TENDER CSQ10266157

SCOPE OF WORK FOR WARD 6

Purpose

- To fix and repair roof leaks and to waterproof and paint external and internal walls and fascia boards.
- To repair damaged front stoep.
- To remove and replace rainwater goods and missing soffits.

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 summitted 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

Waterproofing and Paintwork

- Prepare external wall surfaces to receive paint, remove dirt and any flaking paint. Repair damaged plaster and fill wall cracks with suitable wall filler and allow to dry completely. Apply one coat of plascon plaster primer or equivalent and two coats of Plascon Double Velvet paint or equivalent to the external walls. **(42m^2)**

- Prepare the roof surface by cleaning roof (remove dust, dirt, moss), remove loose or damaged materials and repair cracks and joints, repair roof leaks. Supply and apply base coat of bitumen waterproofing. Supply and apply UV-resistant topcoat (white or reflective coating). **(8.50m^2)**

- Prepare internal wall by scraping off any damaged or flaking paint from the affected area and let the wall dry completely. Supply and apply a diluted coat of DampSeal with a brush, making sure to overlap onto the non-damaged areas. Supply and apply two coats of Plascon/ Double Velvet wall paint or equivalent to match existing colour. Ensure a uniform finish free from streaks, runs, blisters, and other defects. Touch up where necessary. Protect office equipment and installations from paint contamination during works
    - **Foyer Area (13m^2)**
- Prepare existing door surfaces for painting by removing loose and flaking paint, sanding smooth, cleaning off dust, grease and dirt, filling cracks, holes and surface imperfections. Supply and apply two coats of Plascon enamel paint or equivalent on the doors. (Colour to be confirmed by client). **(7 No.)**

- Inspect ceiling for cracks, holes, or damaged areas. Remove dust and loose particles. Patch cracks and defects with filler or skim coat, and replace missing cornice. Sand repaired areas smooth and flush with surrounding surface. Apply two coats of approved interior ceiling paint, ensuring uniform coverage and streak-free finish. Inspect painted ceiling, touch up imperfections, and clean site.
    - **Verandah (5m^2)**

- Clean fascia boards thoroughly to remove dust, dirt, and contaminants and apply one coat of primer followed by two coats of white high-quality exterior-grade paint suitable for board surfaces. **(64m)**

REMOVE AND REPLACE

Gutters and Downpipes

- Carefully remove and dispose of existing gutters and downpipes, Supply and fit new Marley Pipes Vynadeep Gutters or equivalent and Marley Pipes Vynadeep Round Socketed Downpipes or equivalent, including cutting and all necessary brackets, stopends, joints, connectors, bends, outlets, clips and fittings. Include fixing, alignment, fixing of joints, connections to existing stormwater drainage points, and testing to ensure proper water flow and prevent leaks. **(12m)**

Stoep

- Assess the extent of cracks on the stoep surface and edges. Clean the cracked areas thoroughly, removing dust, loose concrete, and debris and cut and widen cracks where necessary to ensure proper bonding of repair material. Supply and apply bonding agent to prepared surfaces and fill cracks with appropriate repair mortar or epoxy compound and reinstate surface level and finish to match existing stoep texture. **($1m^2$)**

Roof Soffits

- Supply and fit new roof soffits to replace missing sections, including closing and sealing all gaps between soffits and adjacent surfaces, securing all fittings, preparing surfaces, applying one coat of primer and one coat of ceiling paint to match existing finishes, and leaving the area neat and complete. **(63m)**

Aircon cage

- Supply and fix air conditioner security cage available on site, including positioning, alignment, fixing to wall structure with appropriate anchors, bolts and brackets and ensure it is securely fixed. **(1 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: Ward 6 Councillor Office** **33 Stella Landt Drive** **Ferngien** **Gqeberha** **Date: 17 November 2026** **Time: 10h30am**

Minimum Requirements

- Provide Paint 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.

All minimum required documentation as stipulated in this informal tender must be submitted, before,via the Informal Tender Portal by the specified closing date and time. Failure to submit the required documentation within the prescribed timeframe will result in the bid being deemed non-responsive and excluded from further evaluation.

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

nelson mandela bay
MUNICIPALITY

Corporate Services

INFORMAL TENDER CSQ10266157
RETURNABLE PRICE SCHEDULE

Supplier Name:.....

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	WARD 6 COUNCILLORS OFFICE				
1	**Waterproofing and Paintwork**				
1A	Prepare external wall surfaces to receive paint, remove dirt and any flaking paint. Repair damaged plaster and fill wall cracks with suitable wall filler and allow to dry completely. Apply one coat of plascon plaster primer or equivalent and two coats of Plascon Double Velvet paint or equivalent to the external walls.	M^2	42	R	R
1B	Prepare the roof surface by cleaning roof (remove dust, dirt, moss), remove loose or damaged materials and repair cracks and joints, repair roof leaks. Supply and apply base coat of bitumen waterproofing. Supply and apply UV-resistant topcoat (white or reflective coating).	No.	8.50	R	R
1C	Prepare internal wall by scraping off any damaged or flaking paint from the affected area and let the wall dry completely. Supply and apply a coat of DampSeal with a brush, making sure to overlap onto the non-damaged areas. Supply and apply two coats of Plascon/ Double Velvet wall paint or equivalent to match existing colour. Ensure a uniform finish free from streaks, runs, blisters, and other defects. Touch up where necessary. Protect office equipment and installations from paint contamination during works.	M^2	13	R	R
1D	Prepare existing door surfaces for painting by removing loose and flaking paint, sanding smooth, cleaning off dust, grease and dirt, filling cracks, holes and surface	No.	7	R	R

	imperfections. Supply and apply two coats of Plascon enamel paint or equivalent on the doors. (Colour to be confirmed by client).				
1E	Inspect ceiling for cracks, holes, or damaged areas. Remove dust and loose particles. Patch cracks and defects with filler or skim coat and replace missing cornice. Sand repaired areas smooth and flush with surrounding surface. Apply two coats of approved interior ceiling paint, ensuring uniform coverage and streak-free finish. Inspect painted ceiling, touch up imperfections, and clean site.	M^2	5	R	R
1F	Clean fascia boards thoroughly to remove dust, dirt, and contaminants and apply one coat of primer followed by two coats of white high-quality exterior-grade paint suitable for board surfaces.	M	64	R	R
2	**REMOVE AND REPLACE**				
2A	**Gutters and Downpipes**				
	Carefully remove and dispose of existing gutters and downpipes, Supply and fit new Marley Pipes Vynadeep Gutters or equivalent and Marley Pipes Vynadeep Round Socketed Downpipes or equivalent, including cutting and all necessary brackets, stopends, joints, connectors, bends, outlets, clips and fittings. Include fixing, alignment, fixing of joints, connections to existing stormwater drainage points, and testing to ensure proper water flow and prevent leaks.	M	12	R	R
2B	**Stoep**				
	Assess the extent of cracks on the stoep surface and edges. Clean the cracked areas thoroughly, removing dust, loose concrete, and debris and cut and widen cracks where necessary to ensure proper bonding of repair material. Supply and apply bonding agent to prepared surfaces and fill cracks	M^2	1	R	R

	with appropriate repair mortar or epoxy compound and reinstate surface level and finish to match existing stoep texture.				
2C	**Roof Soffits**				
	Supply and fit new roof soffits to replace missing sections, including closing and sealing all gaps between soffits and adjacent surfaces, securing all fittings, preparing surfaces, applying one coat of primer and one coat of ceiling paint to match existing finishes, and leaving the area neat and complete.	M	63	R	R
	Aircon cage				
	Supply and fix air conditioner security cage available on site, including positioning, alignment, fixing to wall structure with appropriate anchors, bolts and brackets and ensure it is securely fixed.	No.	1	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 REQUIREMNENTS AS REQUESTED BEFORE CLOSING DATE & TIME OF INFORMAL TENDER WILL RESULT IN DISQUALIFICATION.

Supplier Name: -.....

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

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

The **fully** completed pricing schedule/pricing document must be uploaded to the Informal Tender Portal by the stipulated closing date and time. Failure to comply with this requirement will render the bid non-responsive and excluded from further evaluation.

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.