INFORMAL TENDER ADVERT

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

Tender Number: CSQ10266158
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: Humewood Metro Police Beach Road Humewood Gqeberha Date: 17 November 2026 Time : 09h00am 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.	AA189213

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.

nelson mandela bay
MUNICIPALITY

Corporate Services

INFORMAL TENDER CSQ10266158

SCOPE OF WORK FOR HUMEWOOD METRO POLICE SATELLITE STATION

Purpose

- To paint internally, including doors and stone-guards.
- Remove and replace damaged roof, blinds, carpet, tiles, and windows.

Background

- To upgrade and 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 **REMOVAL OF DAMAGED ROOF (86.20m²)** • Strip and carefully remove all roof slates. Remove and dispose of all old roof slates, old nails, and debris to approved municipal dumping site. Inspect roof battens, sarking/underlay and trusses for rot, termite or water damage. **SUPPLY AND REPLACE ROOF (86.20m²)** • Reinforce or replace timber where necessary. • Supply and replace with new IBR roof system, Fix through the narrow flute using 90mm screws, with 26mm bonded washers. Broad flutes fixed externally with main and side lap fasteners; 25mm screws recommended. Ensure sheets are laid with the narrow flute uppermost on roofs to ensure proper drainage with side laps facing away from prevailing winds and secure sheets with fasteners at every crest on purlins. • Apply waterproofing sealant where required to prevent ingress. • Install ridges and flashings, where necessary, compatible with the IBR system profile. Fix units mechanically using stainless steel screws or clips as per manufacturer's specification and ensure overlap between units for watertightness and wind resistance. **Please Note:** Warranty should be 10 years on IBR **Plastering** • Carefully chip away old, cracked plaster without damaging brickwork. Remove dust and loose particles. Repair cracks or damaged masonry. Apply bonding agent or slurry coat where required. Apply base coat, level and smooth using straight edge, and apply finishing coat for smoothness, keep plaster damp for as long as possible to prevent cracks. o **Entrance (24.54m²)** **Paintwork** • Prepare internal walls by sanding down and fill in cracks using Polyfilla, Supply and apply two coats of Plascon/ Double Velvet wall paint or equivalent. Ensure a uniform finish free from streaks, runs, blisters, and other defects. Protect office equipment and installations from paint contamination during works. (Colour to be confirmed by client)

- **Entrance** **(24.54m²)**
- **Charge office** **(70.10m²)**
- **Passage** **(58.59m²)**
- **Bathroom** **(30.53m²)**
- **Boardroom** **(39.11m²)**
- **Kitchen** **(19.01m²)**
- **Storeroom** **(33.26m²)**

- Prepare existing door surfaces for varnishing by removing loose and flaking paint/varnish, sanding smooth, cleaning off dust, grease and dirt, filling cracks, holes and surface imperfections. Supply and apply two coats of Plascon Woodcare Varnish or equivalent on the doors.
  - **Boardroom** **(1 No.)**
  - **Storeroom** **(1 No.)**
  - **Bathroom** **(1 No.)**
- 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).
  - **Entrance** **(1 No.)**
- Remove dirt, grease, and contaminants from ceiling surfaces and fix where necessary. Supply and apply two coats of white Duram wall and ceiling paint or equivalent.
  - **Bathroom** **(3.40m²)**
- Service, fix and prepare existing window and window surfaces, including frames 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 superior paint on the windows, equally approved by the project manager.
  - **Charge office** **(1 No.)**
  - **Passage** **(1 No.)**
- Thoroughly clean fascia boards 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. **(8.04m)**
- Remove all dirt, dust, rust, and loose paint using wire brushes, scrapers, or pressure washing on the stone guards, prepare surface by sanding, patching cracks, and applying primer coat. Apply two coats of approved protective exterior-grade stone guard paint, ensure finishing uniform coverage, smooth finish, and proper curing. **(13 No.)**

Cleaning

- Deep clean the Earthstone tiles using approved detergents and scrubbing equipment, buff tiles completely dry to achieve smooth finish and apply two coats of Nova 2 Slasto/Stone Gloss protective sealer or equivalent.
  - **Entrance** **(3.14m²)**

- Clean windowpane, remove dirt, old putty, dust, paint marks, and stains using approved cleaning agents. Apply window putty – filling gaps, sealing edges, and ensuring smooth finish around frames. Buff and polish to achieve streak-free clarity and uniform appearance, ensure proper sealing and leave window clean.
    - **Storeroom (1 No.)**
- Remove all debris from gutters, including leaves, dirt, and blockages, clear manually or mechanically, and flush gutters using water or pressure washer to ensure free flow, and inspect gutter joints, by checking for leaks, cracks, and loose fittings, and perform minor repairs and sealing, by resealing joints, tightening brackets, replacing small sections. **(8.04m)**

REMOVE AND REPLACE

Flooring

- Remove existing carpet including underlay, adhesives, and dispose of all debris to municipal approved dumpsite. Prepare surface by cleaning, levelling, and repairing subfloor, where necessary. Supply and fit new Belgotex Destination – City Life (Florence) carpet or equivalent including underlay, adhesives, and trimming to fit. Fit skirting, trims, and thresholds to ensure finishing and edging.
    - **Charge office (35.22m^2)**
    - **Passage (12.90m^2)**
    - **Boardroom (18.17m^2)**
    - **Storeroom (5.17m^2)**

- Remove all existing flooring and dispose of debris, prepare the surface to receive new tiles, by cleaning, levelling, repairing cracks, and ensuring proper adhesion. Supply and lay new tiles Kilimanjaro Edge Inyathi Stone Grey Rectified Matt Porcelain Floor Tile - 420 x 650mm or equivalent including adhesive, grout, spacers, and trimming to fit, including application of grout, sealing joints, and polishing.
    - **Kitchen (3.57m^2)**
    - **Bathroom (3.40m^2)**

Windows

Removal of Existing Steel Windows

- Carefully dismantle and remove all existing steel window frames, sashes, and fittings. Avoid damage to surrounding walls, plaster, and finishes and dispose of removed steel frames and fittings off-site in compliance with municipal waste regulations.

Supplying & Fitting of Aluminium Windows

- Provide new aluminium windows of specified profile, colour, and glazing thickness. Windows shall be set plumb, level, and square, ensuring proper alignment with openings. Fix securely using approved fasteners and seal joints with silicone or weatherproof sealant. Ensure compliance with SANS 10400 and manufacturer's specifications. Return stone guards at completion.
    - **Entrance** **(0.97 x 0.92) x1**
    - **Bathroom (Obscure)** **(0.78 x 0.52) x2**
    - **Boardroom** **(1.08 x 1.21) x1**
    - **Boardroom** **(0.54 x 0.65) x2**
    - **Kitchen (Obscure)** **(0.54 x 0.65) x1**
- Supply new windowpane, size **(0.31 x 0.85) x1**

Blinds

- Remove existing window covering/blinds and dispose of off-site. Supply and fit new timber-look wooden Venetian blinds, complete with all brackets, fixings, operating mechanisms, trimming to size, testing, and making good to surrounding surfaces.
    - **Entrance** **(0.97 x 0.92)**
    - **Charge room** **(2.28 x 1.05)**
    - **Passage** **(1.08 x 1.21)**
    - **Boardroom** **(1.08 x 1.21)**
    - **Boardroom** **(0.54 x 0.65) x2**

Taps

- Remove existing taps in the bathroom and kitchen, including disconnecting water supply and safe disposal. Supply and fit new taps (kitchen sink mixer and bathroom basin mixer tap) including fittings and connections, check for leaks, water pressure, and proper operation, apply silicone sealant around base and polish
    - **Bathroom** **(1)**
    - **Kitchen** **(1)**

Fascia board & Gutters **(9.00m)**

- Supply and replace missing fascia board with new 228 x 19mm PVC fascia board and fix with 50mm galvanized clout nails at 400mm centres into rafter ends. Mitre and seal all joints.
- Supply and install new PVC gutters with matching downpipes, brackets, and accessories. Ensure all materials comply with SANS standards and fix new gutters securely to fascia boards using corrosion-resistant brackets at 900mm intervals. Install downpipes with proper alignment and secure fixings and ensure correct falls and slopes for efficient water flow and seal all joints with approved waterproof sealant.

	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: Humewood Metro Police** **Beach Road** **Humewood** **Gqeberha** **Date: 17 November 2026** **Time : 09h00am**

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

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INFORMAL TENDER CSQ10266158
RETURNABLE PRICE SCHEDULE

Supplier Name:.....

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	HUMEWOOD METRO POLICE SATELLITE STATION				
1	**REMOVAL OF DAMAGED ROOF**				
1A	Strip and carefully remove all roof slates. Remove and dispose of all old roof slates, old nails, and debris to approved municipal dumping site. Inspect roof battens, sarking/underlay and trusses for rot, termite or water damage.	M^2	86.20	R	R
1B	Reinforce or replace timber where necessary.	M	15	R	R
1C	Supply and replace with new IBR roof system, Fix through the narrow flute using 90mm screws, with 26mm bonded washers. Broad flutes fixed externally with main and side lap fasteners; 25mm screws recommended. Ensure sheets are laid with the narrow flute uppermost on roofs to ensure proper drainage with side laps facing away from prevailing winds and secure sheets with fasteners at every crest on purlins. Apply waterproofing sealant where required to prevent ingress.	M^2	86.20	R	R
1D	Install ridges and flashings, where necessary, compatible with the IBR system profile. Fix units mechanically using stainless steel screws or clips as per manufacturer's specification and ensure overlap between units for watertightness and wind resistance.	M	8.70	R	R
2	**Plastering**				

2A	Carefully chip away old, cracked plaster without damaging brickwork. Remove dust and loose particles. Repair cracks or damaged masonry. Apply bonding agent or slurry coat where required. Apply base coat, level and smooth using straight edge, and apply finishing coat for smoothness, keep plaster damp for as long as possible to prevent cracks.				
	Entrance	M^2	24.54	R	R
3	**Paintwork**				
3A	Prepare internal walls by sanding down and fill in cracks using Polyfilla, Supply and apply two coats of Plascon/ Double Velvet wall paint or equivalent. Ensure a uniform finish free from streaks, runs, blisters, and other defects. Protect office equipment and installations from paint contamination during works. (Colour to be confirmed by client)				
	Entrance	M^2	24.54	R	R
	Charge office	M^2	70.10	R	R
	Passage	M^2	58.59	R	R
	Bathroom	M^2	30.53	R	R
	Boardroom	M^2	39.11	R	R
	Kitchen	M^2	19.01	R	R
	Storeroom	M^2	33.26	R	R
3B	Prepare existing door surfaces for varnishing by removing loose and flaking paint/varnish, sanding smooth, cleaning off dust, grease and dirt, filling cracks, holes and surface imperfections. Supply and apply two coats of Plascon Woodcare Varnish or equivalent on the doors.				
	Boardroom (1 No.)	No.	1	R	R

	Storeroom (1 No.)	No.	1	R	R
	Bathroom (1 No.)	No.	1	R	R
3C	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).				
	• **Entrance**	No.	1	R	R
3D	Remove dirt, grease, and contaminants from ceiling surfaces and fix where necessary. Supply and apply two coats of white Duram wall and ceiling paint or equivalent.				
	Bathroom	M^2	3.40	R	R
3E	Service, fix and prepare existing window and window surfaces, including frames 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 superior paint on the windows, equally approved by the project manager.				
	Charge office	No.	1	R	R
	Passage	No.	1	R	R
3F	Clean 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^2	8.04	R	R
	Remove all dirt, dust, rust, and loose paint using wire brushes, scrapers, or pressure washing on the stone guards, prepare surface by sanding, patching cracks, and applying primer coat. Apply two coats of approved protective exterior-grade stone	No.	13	R	R

	guard paint, ensure finishing uniform coverage, smooth finish, and proper curing.				
4	**Cleaning**				
4A	Deep clean the Earthstone tiles using approved detergents and scrubbing equipment, buff tiles completely dry to achieve smooth finish and apply two coats of Nova 2 Slasto/Stone Gloss protective sealer or equivalent.				
	Entrance	M^2	3.14	R	R
4B	Clean windowpane, remove dirt, old putty, dust, paint marks, and stains using approved cleaning agents. Apply window putty – filling gaps, sealing edges, and ensuring smooth finish around frames. Buff and polish to achieve streak-free clarity and uniform appearance, ensure proper sealing and leave window clean.				
	Storeroom	No.	1	R	R
4C	Remove all debris from gutters, including leaves, dirt, and blockages, clear manually or mechanically, and flush gutters using water or pressure washer to ensure free flow, and inspect gutter joints, by checking for leaks, cracks, and loose fittings, and perform minor repairs and sealing, by resealing joints, tightening brackets, replacing small sections.	M	8.04	R	R
	REMOVE AND REPLACE				
5	**Flooring**				
5A	Remove existing carpet including underlay, adhesives, and dispose of all debris to municipal approved dumpsite. Prepare surface by cleaning, levelling, and repairing subfloor, where necessary. Supply and fit new Belgotex Destination – City Life (Florence) carpet or equivalent including underlay, adhesives, and trimming to fit. Fit				

	skirting, trims, and thresholds to ensure finishing and edging.				
	Charge office	M^2	35.22	R	R
	Passage	M^2	12.90	R	R
	Boardroom	M^2	18.17	R	R
	Storeroom	M^2	5.17	R	R
5B	Remove all existing flooring and dispose of debris, prepare the surface to receive new tiles, by cleaning, levelling, repairing cracks, and ensuring proper adhesion. Supply and lay new tiles Kilimanjaro Edge Inyathi Stone Grey Rectified Matt Porcelain Floor Tile – 420 x 650mm or equivalent including adhesive, grout, spacers, and trimming to fit, including application of grout, sealing joints, and polishing.				
	Kitchen	M^2	3.57	R	R
	Bathroom	M^2	3.40	R	R
	Windows				
6	**Removal of Existing Steel Windows**				
6A	Carefully dismantle and remove all existing steel window frames, sashes, and fittings. Avoid damage to surrounding walls, plaster, and finishes and dispose of removed steel frames and fittings off-site in compliance with municipal waste regulations.	No.	6	R	R
7	**Supplying & Fitting of Aluminium Windows**				
7A	Provide new aluminium windows of specified profile, colour, and glazing thickness. Windows shall be set plumb, level, and square, ensuring proper alignment with openings. Fix securely using				

	approved fasteners and seal joints with silicone or weatherproof sealant. Ensure compliance with SANS 10400 and manufacturer's specifications. Return stone guards at completion.					
	Entrance	**(0.97 x 0.92)**	No.	1	R	R
	Bathroom (Obscure)	**(0.78 x 0.52)**	No.	2	R	R
	Boardroom	**(1.08 x 1.21)**	No.	1	R	R
	Boardroom	**(0.54 x 0.65)**	No.	2	R	R
	Kitchen (Obscure)	**(0.54 x 0.65)**	No.	1	R	R
	Supply new windowpane, size (0.31 x 0.85)		No.	1	R	R
8	**Blinds**					
8A	Remove existing window covering/blinds and dispose of off-site. Supply and fit new timber-look wooden Venetian blinds, complete with all brackets, fixings, operating mechanisms, trimming to size, testing, and making good to surrounding surfaces.					
	Entrance	**(0.97 x 0.92)**	No.	1	R	R
	Charge room	**(2.28 x 1.05)**	No.	1	R	R
	Passage	**(1.08 x 1.21)**	No.	1	R	R
	Boardroom	**(1.08 x 1.21)**	No.	1	R	R
	Boardroom	**(0.54 x 0.65)**	No.	2	R	R
9	**Taps**					
9A	Remove existing taps in the bathroom and kitchen, including disconnecting water supply and safe disposal. Supply and fit new taps (kitchen sink mixer and bathroom basin mixer tap) including fittings and connections, check for leaks, water pressure, and proper operation, apply silicone sealant around base and polish					

	Bathroom	No.	1	R	R
	Kitchen	No.	1	R	R
10	**Fascia board & Gutters**				
10A	Supply and replace missing fascia board with new 228 x 19mm PVC fascia board and fix with 50mm galvanized clout nails at 400mm centres into rafter ends. Mitre and seal all joints.	M	9	R	R
10B	Supply and install new PVC gutters with matching downpipes, brackets, and accessories. Ensure all materials comply with SANS standards and fix new gutters securely to fascia boards using corrosion-resistant brackets at 900mm intervals.	M	9	R	R
10C	Install downpipes with proper alignment and secure fixings and ensure correct falls and slopes for efficient water flow and seal all joints with approved waterproof sealant.	M	2.5	R	R
	SUBTOTAL			R	R
	CONTINGENCY (COMPULSORY)		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.**