# INFORMAL TENDER ADVERT

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

Tender Number: CSQ10266162
Buyer: Witbooi, Mr AE [90000594]

Closing Date: 2026-11-23
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.<br><br>Compulsory site meeting to be held:<br><br>VENUE : c/o Waza & Koboqaba Street<br>NU6 Motherwell<br>Gqeberha<br>DATE: 16 November 2026<br>TIME :11h30am<br><br>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.<br><br>For further information please contact Mr M Zinja @ 041 506 2037. | AA189471 |

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.

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## Corporate Services

**INFORMAL TENDER CSQ10266162**

**SCOPE OF WORK AND SPECIFICATION**

1. **Purpose**

To replace damage floors, clean gutters, paint fascia and barge boards.

2. **Background**

Renovations to a ward councillor office

3. **Scope of Work**

| **DESCRIPTION OF WORKS: Renovations at ward 59** | |
|---|---|
| **Conditions of Informal Tender** | **1. Informal tender is open for all CIDB 1 (GB) and higher contractors.**<br>**1.1 A copy of the Active CIDB registration or Registration Number to be summitted as a returnable schedule.**<br>**1.2 Verification of Active CIDB registration will be done on the day of scoring**<br>**2. Orders will be issued based on the CIDB grading per year.**<br>**3. Unpriced contingency and VAT line item will render your informal tender non-responsive as this will distract the scorecard schedule.**<br>**4. Tender conditions to be that of the CIDB and GP GCC 2010**<br>**5. 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.**<br>**6. 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.**<br>**7. 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.**<br>**Note: NMBM is not responsible for lost or stolen items or materials on site that belong to the contactor, the contractor is solely responsible for the security of its belonging** |
| **Functionality** | **SCOPE OF WORKS** |

| | |
|---|---|
| | **PAINTWORK**<br>• Prepare the doors and door frames to receive paint by sanding down the entire door surface. Apply one coat plascon wood primer or equivalent and two coats of plascon Velvaglo enamel or equivalent. **29.59m²**<br>• Prepare the doors and door frame to receive varnish, sand down the surface. Apply one coat of wood primer and two coats of varnish. **6.56m²**<br>• Prepare fascia and barge board to receive paint, scrape off flaking paint, Sand down the surface. Apply one coat of primer and two coats of paints. **20.6m²**<br>• Supply and replace **1m** fascia board matching the existing boards.<br>**CLEANING OF GUTTERS**<br>• Inspect the gutters and down pipes for blockages, thoroughly clean and wash down any dirt or leaves. **20m**<br>**RAINWATER GOODS**<br>• Supply and replace two (2) 100mm diameter downpipes including brackets, stop ends, outlets, bends, hopper.**3m**<br>**FLOOR TILES**<br>• Take out and remove worn out floor tiles and skirting, cart away to an approved NMBM waste disposal site. Prepare the subfloor to receive new tile **.54.81m²**<br>• Supply and install Fossil Stone Light Rectified Matt Glazed Porcelain Floor Tiles, size 600 × 1200 mm. **54.81m²**<br>• Cut, supply and install tile skirting using the Fossil Stone Light Rectified Matt Glazed Porcelain, approximately 100mm high, including cutting, adhesive, grout, neat joints. **49.79m** |
| **Requirements** | **General**<br>o A Health & Safety file is a requirement for this informal tender as it relates to the works if any.<br>o Contractor to confirm price and delivery date submitted before order is approved.<br>o 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.<br>○ Rubble to be removed daily from site.<br>○ **No** Part Payment will be made in this contract. Service providers to ensure that there is adequate funding to do the works.<br>○ 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<br>○ 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<br>○ Service provider to ensure that all staff sign attendance register daily.<br>○ **SITE MEETING IS COMPULSORY**.<br>**VENUE : c/o Waza & Koboqaba Street**<br>**NU6 Motherwell**<br>**Gqeberha**<br>**DATE: 16 November 2026**<br>○ **TIME :11h30am** Returnable Schedule with the Returnable as per SCM requirements<br>○ The above must be submitted online before the specified closing date and time. Failure to do so will result in the submission being deemed non-responsive<br><br>**MINIMUM REQUIREMENTS**<br>• CIDB 1 or higher (GB)- Provide Certificate<br>• Provide proof of Tiler Trade test certificates<br>• Fully completed price schedule – Provide<br>**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.** |

## 4. 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.

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: Mr M Zinja

Harrower Road

North End

Port Elizabeth

6001

Email: mzinja@mandelametro.gov.za

Tel: (041) 506 2037

Cell: 082 822 5058

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## Corporate Services

# INFORMAL TENDER CSQ10266162

RETURNABLE PRICE SCHEDULE

| ITEM | DESCRIPTION: WARD 59 | UNIT | QTY | RATE | AMOUNT |
|---|---|---|---|---|---|
| 1 | **PAINTWORK** | | | | |
| 1A | Prepare the doors and door frames to receive paint by sanding down the entire door surface. Apply one coat plascon wood primer or equivalent and two coats of plascon Velvaglo enamel or equivalent. | $M^2$ | 29.59 | R | R |
| 1B | Prepare the doors and door frame to receive varnish, sand down the surface. Apply one wood primer coat and two coats of varnish. | $M^2$ | 6.56 | R | R |
| 1C | Prepare fascia and barge board to receive paint, scrape off flaking paint, Sand down the surface. Apply one coat of primer and two coats of paints. | $M^2$ | 20.6 | R | R |
| 1D | Supply and replace **1m** fascia board matching the existing boards. | M | 1 | R | R |
| 2 | **CLEANING OF GUTTERS** | | | | |
| 2A | Inspect the gutters and down pipes for blockages, thoroughly clean and wash down any dirt or leaves. | M | 20 | R | R |
| 3 | **RAINWATER GOODS** | | | | |
| 3A | Supply and replace two (2) 100mm diameter downpipes including brackets, stop ends, outlets, bends, hopper.**3m** | No | 2 | R | R |
| 4 | **FLOOR TILES** | | | | |
| 4A | Take out and remove worn out floor tiles and skirting, cart away to an approved NMBM disposal site. Prepare the subfloor to receive new tile . | $M^2$ | 54.81 | R | R |
| 4B | Supply and install Fossil Stone Light Rectified Matt Glazed Porcelain Floor Tiles, size 600 × 1200 mm. | $M^2$ | 54.81 | R | R |
| 4C | Cut, supply and install tile skirting using the Fossil Stone Light Rectified Matt Glazed Porcelain, approximately 100mm high, including cutting, adhesive, grout, neat joints. | M | 49.79 | R | R |
| | SUBTOTAL | | | R | R |
| | CONTINGENCY ( COMPULSORY )_ | | 10% | | 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.....

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## Corporate Services

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.**