



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
NOTICE NUMBER:	N07/2026/2027	CLOSING DATE:	07 AUGUST 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PUBLICATION AND PLACEMENT OF MUNICIPAL VACANCIES ADVERTISEMENT IN NATIONAL AND PROVINCIAL NEWSPAPERS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
OLD AGRIVEN BUILDING					
THOHOYANDOU					
0950					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		CONTACT PERSON	MS THENGA A.R	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	015 962 7775	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER		
FACSIMILE NUMBER	015 962 4020		E-MAIL ADDRESS	thenqaar@thulamela.gov.za	
E-MAIL ADDRESS	mudzilip@thulamela.gov.za				



MBD1

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:										
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
2. TAX COMPLIANCE REQUIREMENTS										
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
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**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

INVITATION TO NOTICE

Thulamela Municipality invites prospective service providers for provision of the following service:

Notice Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
N07/2026 /2027	Appointment of a service provider for the design, publication and placement of municipal vacancies advertisement in national and provincial newspapers	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Ms Thenga A.R. (015 962 7775) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system.

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **28 July 2026 until 07 August 2026 at a non-refundable bid price of R4.00 per page.** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The bidders should also download SCM forms that are found in the Document **SCM-FORMS folder** on the website and complete as part of the Bid documents.

NOTICE NUMBER N07/2026/2027: APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PUBLICATION AND PLACEMENT OF MUNICIPAL VACANCIES ADVERTISEMENT IN NATIONAL AND PROVINCIAL NEWSPAPERS

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids' closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g., CK).
- ❖ Proof of registration on CSD.
- ❖ Bidders must submit proof that municipal rates and taxes for both the company and its director(s) are not in arrears for more than three (3) months, and such proof must not be older than three (3) months from the closing date of advertisement. Where the business operates from leased premises, a valid lease agreement must be attached. Where a director does not own property or is renting, a valid lease agreement must also be provided. If the bidder resides or operates in an area where municipal services are not billed, an official signed and stamped letter from the relevant local municipality, not older than three (3) months from the date of advertisement, must be submitted confirming that the area is not subject to municipal billing and that the bidder is formally exempt from municipal service charges.
- ❖ List of newspaper advertising services successfully completed by the bidder during the past five (5) years, indicating the client's name, client contact details, description of the services rendered, and contract value. The list must be supported by copies of signed appointment letters, and/or purchase orders, and/or award letters as proof of appointment.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain

Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Sealed bid documents must be submitted in envelopes clearly indicating “**BID NUMBER AND DESCRIPTION**” on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11h00 on, 07 August 2026**.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.



Mr. SIGIDI KTM

MUNICIPAL MANAGER

24. 07. 2026

DATE

TECHNICAL SPECIFICATION

NOTICE No. N07/2026/2027

APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PUBLICATION AND PLACEMENT OF MUNICIPAL VACANCIES ADVERTISEMENT IN NATIONAL AND PROVINCIAL NEWSPAPERS

1. Purpose

To appoint a suitably qualified and experienced service provider to design, prepare and publish approved Municipal vacancies advertisement in one National newspaper and one Provincial newspaper in accordance with applicable legislation, the Municipal Recruitment and Selection Policy and the Municipality's branding requirements. This procurement is for a once-off recruitment process.

2. Background

The Municipality periodically advertises approved vacant positions and requires a professional service provider to prepare, format and publish vacancies advertisement in newspapers with appropriate circulation to ensure fair, transparent and equitable access to employment opportunities.

3. Scope of Work

Design and professionally format the approved vacancies advertisement.

Ensure compliance with the Municipality's corporate identity and branding requirements.

Submit artwork to the Municipality for approval prior to publication.

Reserve advertising space and coordinate publication with newspaper publishers.

Publish the advertisement in one National newspaper and one Provincial newspaper approved by the Municipality.

Publish on the date instructed by the Municipality.

Submit proof of publication, electronic PDF copies and a valid tax invoice.

Correct publication errors attributable to the service provider at no additional cost.

4. Minimum Advertisement Content

Municipality name and logo

Position title

Department

Job grade/level

Annual remuneration

Minimum qualifications and experience

Competencies

Key performance areas

Appointment requirements

Employment Equity statement

Application procedure

Closing date and time

Contact person and enquiry details

5. Newspaper and Advertisement Requirements

The successful bidder shall publish the approved vacancies advertisement in:

One National newspaper with wide circulation throughout South Africa.

One Provincial newspaper with substantial circulation within Limpopo Province.

The proposed newspapers should be suitable for public sector recruitment advertising and shall be approved by the Municipality before publication. The bidder shall indicate the proposed newspapers in the pricing schedule. The Municipality reserves the right to approve or reject the proposed newspapers where they do not adequately meet the intended recruitment objectives.

Publication	Advertisement Size	Colour
National Newspaper	Full Page	Black & White
Provincial Newspaper	Full Page	Black & White

6. Deliverables

Approved artwork before publication.

Proof of publication.

Electronic PDF copy of the published advertisement.

Copy of the newspaper page or certified extract.

Final invoice.

7. Timeframes

Draft artwork within one (1) working day after receipt of approved content.

Publication on the date instructed by the Municipality.

Proof of publication within two (2) working days after publication.

8. Mandatory Returnable Documents

Company Registration Certificate

CSD Registration Report

Valid SARS Tax Compliance Status

Contactable references for similar work.

9. Evaluation

Bids will be evaluated for administrative compliance, responsiveness to the specification and price and preference in accordance with the Municipality's Supply Chain Management Policy and applicable procurement legislation.

10. Conditions of Appointment

No publication shall take place without written approval from the Municipality.

The Municipality reserves the right to approve the proposed newspapers.

Payment shall be made only after satisfactory proof of publication and submission of a valid tax invoice.

11. Pricing Schedule

Item	Description	Proposed Newspaper	Advertisement Size	Qty	Unit Price (Excl. VAT)	Amount
1	Advertisement design and artwork	N/A	Full Page	1		
2	Publication in National Newspaper	Bidder to Specify	Full Page (Black & White)	1		
3	Publication in Provincial Newspaper	Bidder to Specify	Full Page (Black & White)	1		
4	Proof of publication and electronic PDF copies	Included	N/A	1		
SUBTOTAL						R
VAT (15%)						R
TOTAL TENDER PRICE						R

The following is a statement of similar work carried out by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed