



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	17/2025/2026	CLOSING DATE:	17 FEBRUARY 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) FOR A PERIOD OF THREE (3) YEARS				
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]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	MR DAVHANA LG
CONTACT PERSON	MR MUDZILI TP	TELEPHONE NUMBER	015 962 7731
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	015 962 7718	E-MAIL ADDRESS	davhanalg@thulamela.gov.za
E-MAIL ADDRESS	mudziltp@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
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
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.

**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:

Fabulous prizes in the Zama-Zama Sports Challenge

BY FRANK MAVHUNGU

This year's Zama-Zama Sports Challenge is the biggest in the tournament's history, with increased prize money and a record number of participating teams. The competition was

launched at a ceremony at the Xilumani Hotel in Giyani on Sunday, 30 November. Thirty-two teams from Giyani and surrounding areas will compete in this year's event.

Tournament founder and sponsor Mr Victor Hlungwane said the champions would

receive R75,000, a floating trophy and gold medals. The runners-up will earn R35,000 and silver medals, while the losing semi-finalists will each receive R10,000.

Individual awards will be presented to the tournament's top goal scorer, best player,

best goalkeeper and best coach.

The draw for the opening round was conducted at the launch. All matches will be played at the Homu 14 B Grounds outside Giyani, with the opening games scheduled for Monday, 15 December.

Four matches will be played on opening day: Homu Brave Hunters vs Homu Young Stars, Mtiti Squad vs Homu XI Fighters, Nkomo XI Experience vs KYD FC and Nkomo Phunya FC vs Zim Warriors.

Another four matches will be played on Wednesday, 17 December: Giyani All Stars vs Dukes FC, Mapayeni United vs Ngwe Mapantsula FC, Nwakhwani Metro Babas vs Mandlakulova FC and Gawula United vs Mninginisi All Stars.

The final is scheduled for Wednesday, 31 December. Manombe Flying Boys are the defending champions.



Photographed during the launching ceremony were, from left to right, Victor Hlungwane (founder and sponsor), Chris Malebatsi (Deputy President of Sanco) and Raymond Mdaka (head coach of the national U/20 soccer team). Photo supplied.



THULAMELA MUNICIPALITY

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Thohoyandou
0950
Limpopo Province
Tel: (015) 962 7500
Fax: (015) 962 4020
(015) 962 5328

INVITATION TO BID

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

Bid Number	Project Description	Non-refundable Bid Price	Contact person	Evaluation Criteria
NO:17/2025/2026	Professional service provider for the development, implementation and maintenance of the business continuity management plan (BCMP) for a period of three (3) years	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Davhana L.G. (015 962 7731) and/or Mr Mudzili T.P. (015 962 7629)	80/20 Preference points system and functionality

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) at a Non-refundable bid price of R4.00 per page as from 12 December 2025 or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) 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.

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 must attend a compulsory briefing session on 29 January 2026 at 11h00. Location: Thulamela Local Municipality Council Chamber.

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.
- Curriculum Vitae (CVs) of Key Project Team Members
- Organogram of the project team indicating project key personnel
- Proof that municipal rates & taxes that are not in arrears for more than 3 months for both company and director(s) (Proof must not be older than 3 months from the date of the advert / letter from the municipality must not be older than 3 months from the date of the advert, if the business is operating in rural areas where municipal rates and taxes are not levied; NB: Where the business operates in a leased property, please attach a lease agreement. Where the director does not own any property or is renting or is residing with family or friends etc., the owner of the property should provide a letter confirming ownership of the property and that the director is currently residing with them and attach municipal rates and taxes of the owner of the property or the valid signed and stamped municipal proof of resident document and in both cases attach municipal rates and taxes of the owner of the property (not older than three months).
- Company profile.
- List of similar ISO 22301-aligned projects completed by the service provider within the last 10 years with clients contact details, description, and contract values (Attach signed appointment letters, and/or official purchase orders and reference letters with contactable references). NB: The municipality reserves the right to conduct verification with the referred clients of the completed projects. Those with fraudulent confirmations of similar work experience will be disqualified.

Tenders should note the following: Functionality will be scored out of 100% and the minimum threshold to qualify is 70%. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

EVALUATION CRITERIA	POINTS ALLOCATED
Scope of work	10
Firm's similar experience	20
Firm's references	10
Work plan	10
Certifications	50
TOTAL	100

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 preferential points system and functionality.

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 11:00 on, 17 February 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.

MATSHIVHA M M
ACTING MUNICIPAL MANAGER
Thulamela Municipality
Civic Centre
Old Agriven Building
Thohoyandou 0950

Ad designed by Zoutnet Publishers



THULAMELA MUNICIPALITY

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INVITATION TO BID

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

Bid Number	Project Description	Contact person	Non-refundable Bid Price	Evaluation Criteria
NO:19/2025/2026	Survey, supply, delivery and installation of landfill gas monitoring system for Thohoyandou landfill site	Ms Madi MS (015) 962 7586 or 083 256 6647 Mr TP Mudzili (015) 962 7629	R4.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	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 12 December 2025 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 Documents SCM-FORMS folder on the website and complete as part of the Bid documents.

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 Contractors and/or 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).
- Company profile.
- Proof of registration on CSD
- Proof that municipal rates & taxes that are not in arrears for more than 3 months for both company and director(s) (Proof must not be older than 3 months old from the date of the advert / letter from the municipality not older than 3 months from the date of the advert, if the business is operating in rural areas where municipal rates and taxes are not levied; NB: Where the business operates in a leased property, please attach a lease agreement. Where the director does not own any property or is renting or is residing with family or friends etc., the owner of the property should provide a letter confirming ownership of the property and that the director is currently residing with them and attach municipal rates and taxes of the owner of the property or the valid signed and stamped municipal proof of resident document and in both cases attach municipal rates and taxes of the owner of the property (not older than three months).
- List of Survey, supply, delivery and installation of landfill gas monitoring system projects completed by the service provider in the past 5 years with clients contact details, description and contract values (attach signed appointment letters and/or purchase orders, and reference letters). NB: The municipality reserves the right to conduct verification with the referred clients of the completed projects. Those that are found wanting will be disqualified.
- All records of any additional information posted should be submitted as compulsory requirements and it is the responsibility of the bidders to check with the respective project engineer or client representatives (contact details as provided above) if there are any additional information before submission of the tender documents.

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 11:00 on, 03 February 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.

MATSHIVHA M M
ACTING MUNICIPAL MANAGER
Thulamela Municipality
Civic Centre
Old Agriven Building
Thohoyandou 0950

Ad designed by Zoutnet Publishers



THULAMELA LOCAL MUNICIPALITY

INVITATION TO BID

PROFESSIONAL SERVICE PROVIDER FOR THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) FOR A PERIOD OF THREE (3) YEARS)

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

Bid number	Project description	Non-refundable bid price	Contact Person	Evaluation criteria
No.: 17/2025/2026	Professional service provider for the development, implementation and maintenance of the business continuity management plan (BCMP) for a period of three (3) years)	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Davhana L.G. (015 962 7731) and/or Mr Mudzili T.P. (015 962 7629)	80/20 Preference points system and functionality

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) at a **Non-refundable bid price of R4.00 per page** as from **12 December 2025** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) 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.

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 must attend a compulsory briefing session on 29 January 2026 at 11h00. Location: Thulamela Local Municipality Council Chamber.

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.**
- ❖ **Curriculum Vitae (CVs) of Key Project Team Members**
- ❖ **Organogram of the project team indicating project key personnel**
- ❖ **Proof that municipal rates & taxes that are not in arrears for more than 3 months for both company and director(s) (Proof must not be older than 3 months from the date of the advert / letter from the municipality must not be older than 3 months from the date of the advert, if the business is operating in rural areas where municipal rates and taxes are not levied; NB: Where the business operates in a leased property, please attach a lease agreement. Where the director does not own any property or is renting or is residing with family or friends etc., the owner of the property should provide a letter confirming ownership of the property and that the director is currently residing with them and attach municipal rates and taxes of the owner of the property or the valid signed and stamped municipal proof of resident document and in both cases attach municipal rates and taxes of the owner of the property (not older than three months).**
- ❖ **Company profile.**
- ❖ **List of similar ISO 22301-aligned projects completed by the service provider within the last 10 years with clients contact details, description, and contract values (Attach signed appointment letters, and/or official purchase orders and reference letters with contactable references). NB: The municipality reserves the right to conduct verification with the referred clients of the completed projects. Those with fraudulent confirmations of similar work experience will be disqualified.**

Tenderers should note the following: Functionality will be scored out of **100%** and the minimum threshold to qualify is **70%**. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Scope of work	10
Firm's similar experience	20

BID NUMBER 17/2025/2026: PROFESSIONAL SERVICE PROVIDER THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) FOR A PERIOD OF THREE (3) YEARS

Firm's references	10
Work plan	10
Certifications	50
TOTAL	100

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 **preferential points system and functionality**.

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 the Civic Centre, by no later than **11H00 on, 17 February 2026**.

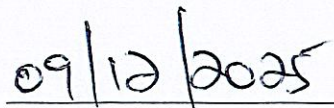
The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

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.



MATSHIVHA MM
ACTING MUNICIPAL MANAGER



DATE

BID NUMBER 17/2025/2026: PROFESSIONAL SERVICE PROVIDER THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) FOR A PERIOD OF THREE (3) YEARS



TERMS OF REFERENCE (TOR)

DESCRIPTION: PROFESSIONAL SERVICE PROVIDER THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) FOR A PERIOD OF THREE (3) YEARS

1. Background

Thulamela Local Municipality (TLM) has a statutory obligation to ensure the continuous and sustainable delivery of essential municipal services, even during periods of disruption, crisis, or disaster. To strengthen its organisational resilience and comply with national governance, risk, and compliance standards, the municipality intends to adopt a modern, technology-enabled approach to Business Continuity Management (BCM).

In pursuit of this objective, TLM seeks to appoint a qualified and experienced service provider to supply, configure, and implement an **Integrated Business Continuity Management (BCM) Platform**. The solution must support end-to-end development, management, and maintenance of the Municipal Business Continuity Plan (BCP), including:

- Conducting a comprehensive **Business Impact Analysis (BIA)** across all municipal departments.
- Developing and updating departmental and municipal-wide **continuity plans, policies, and procedures**.
- Providing tools for **testing, simulation, and continuous improvement** of the BCP.
- Enabling seamless integration with other critical municipal functions such as **Risk Management, Strategic Planning, Compliance Management, Incident and Crisis Response, and Disaster Recovery**.

The implementation of this platform is expected to enhance TLM's capacity to safeguard service delivery, minimise operational downtime, improve decision-making during crises, and ensure compliance with relevant legislative and

BID NUMBER 17/2025/2026: PROFESSIONAL SERVICE PROVIDER THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF THE BUSINESS CONTINUITY MANAGEMENT PLAN (BCMP) FOR A PERIOD OF THREE (3) YEARS

regulatory frameworks, including MFMA, National Treasury Guidelines, ISO 22301, and municipal risk management standards.

2. Scope of Work

The appointed service provider will be required to deliver a comprehensive, technology-enabled Business Continuity Management (BCM) solution through a phased implementation approach. The work shall include the provision, configuration, and implementation of an Integrated Business Continuity Management Platform, as well as the development of all related Business Continuity Plans (BCPs), policies, and training interventions.

2.1 Phase 1 – Inception & Planning

The service provider shall:

- a) Conduct an inception meeting with Thulamela Local Municipality (TLM) to confirm the project scope, timelines, milestones, implementation methodology, and key deliverables.
- b) Develop and submit a detailed Project & Implementation Plan covering:
 - Project governance structure
 - Roles and responsibilities
 - Key milestones and dependencies
 - System configuration approach
 - Training programme
 - Reporting schedule

2.2 Phase 2 – Platform Provision and Configuration

The service provider must supply, configure, and implement an Integrated Business Continuity Management Platform that meets the following minimum requirements:

a) Business Continuity Plan (BCP) Lifecycle Support

- i) Supports full BCP lifecycle processes including creation, review, update, approval, version control, and publishing.

b) Business Impact Analysis (BIA) Functionality

ii) Provides structured BIA tools enabling:

- Comprehensive data capture
- Prioritisation of critical services and processes
- Automated reporting and dashboards

c) Mandatory Integrations

The BCM Platform must integrate seamlessly with key organisational systems, including:

1. **Enterprise Risk Management** (risk registers, risk ratings, treatment plans etc)
2. **Strategy Management** (alignment of continuity objectives with strategic outcomes)
3. **Compliance Management** (ISO 22301, Disaster Management Act, MFMA, Municipal Systems Act, POPIA)
4. **Incident Management** (capturing, monitoring, analysing, and closing incidents; identifying root causes)
5. **Crisis Communication Tools**, including:
 - Real-time alerts
 - SMS notifications
 - Email triggers
 - In-platform emergency announcements

d) Platform Features & Capabilities

The BCM Platform must:

6. Provide embedded dashboards, analytics, and real-time reporting for executives, management, and operational departments.
7. Include emergency notification functions to alert relevant personnel during incident escalation or plan activation.
8. Support continuity of operations workflows to ensure uninterrupted service during disruptions.
9. Enable crisis coordination with task assignment, escalation paths, responsibilities, and team collaboration tools.
10. Maintain a comprehensive audit trail of all activities, including version control for plans and changes.
11. Provide offline access to approved continuity plans for designated officials during network or power outages.
12. Facilitate testing, drills, simulation exercises, and automatically record results and improvement actions.

13. Support supply-chain continuity by mapping suppliers, dependencies, vulnerabilities, and vendor-specific recovery requirements.

2.3 Phase 3 – Development of BCP and Related Plans via the Platform

The service provider shall develop and/or update all municipal continuity plans using the BCM Platform as follows:

a) Business Impact Analysis (BIA)

- i) Conduct a full municipality-wide BIA using the platform's structured tools.
- ii) Identify and prioritise all critical functions, services, systems, assets, dependencies, and resource requirements.

b) Policy and Plan Development

- iii) Develop a comprehensive **Institutional Business Continuity Management Policy**.
- iv) Develop a fully aligned Municipal **Business Continuity Plan (BCP)** in accordance with ISO 22301 and BCM best practices.

c) Development of Supporting Plans

v) Produce the following continuity-related plans within the platform:

1. **Crisis Communication Plan**
2. **ICT Disaster Recovery Plan (ICT-DRP)**
3. **Emergency Response Plan**
4. **Departmental Continuity Plans** for all municipal departments
5. **Resource Mobilisation & Logistics Plan** (including alternate sites, equipment, and staffing arrangements)

2.4 Phase 4 – Training and Capacity Building

The service provider will ensure effective municipal adoption and utilisation of the BCM Platform by providing:

- i) Administrator, super-user, and general end-user training sessions covering all platform functionalities.
- ii) BCP Awareness Workshops conducted **annually** for management and operational staff.
- iii) Facilitation of at least one BCM simulation exercise using the platform to test:

- Plan activation
- Crisis communication
- Departmental readiness
- Response coordination
- Incident escalation workflows

2.5 Phase 5 – Support and Maintenance

The service provider shall provide comprehensive technical support and system maintenance throughout the duration of the contract. This includes:

i) Ongoing Support and Maintenance

- Provision of helpdesk and technical support services (email, phone, remote, or onsite as required).
- Troubleshooting and system issue resolution according to agreed Service Level Agreements (SLAs).
- Ensuring system availability and uptime for all authorised users.

ii) Regular Software Updates and Security Patches

- Deployment of periodic platform enhancements, upgrades, and new functional features.
- Application of security patches, vulnerability fixes, and performance improvements.
- Continuous monitoring to ensure compliance with POPIA, ISO 27001, and cybersecurity best practices.

2.6 Phase 6 – Finalisation & Handover

At the conclusion of the project implementation, the service provider shall deliver:

i) Final Approved BCP and Related Plans

- All Business Continuity Plans (BCPs), policies, departmental continuity plans, and related documents must be fully approved, finalised, and implemented within the BCM Platform.

ii) Handover Package

- Complete training materials, including presentations, workshop handouts, training videos (if applicable), and attendance registers.
- Comprehensive User Manuals and Administrator Guides detailing platform operation, maintenance procedures, and BCM update cycles.

3. Deliverables

The appointed service provider must provide the following deliverables:

- a) A fully implemented, functional, and configured **Integrated Business Continuity Management (BCM) Platform**.
- b) A completed, municipality-wide **Business Impact Analysis (BIA) Report**, generated and stored within the platform.
- c) A comprehensive **Municipal Business Continuity Plan (BCP)** created within the platform.
- d) All supporting plans (e.g., Crisis Communication Plan, ICT-DRP, Departmental Plans, Emergency Response Plans) developed and stored within the platform.
- e) Awareness and training materials, including presentations, manuals, and session attendance records.
- f) A full **Simulation/Exercise Report**, outlining results, gaps, and improvement actions.
- g) **User Manuals and Administrator Guides** for ongoing municipal use.
- h) A signed **Support and Maintenance Agreement** with clear SLAs for the contract period.

4. Minimum Requirements for the Service Provider

To be considered for this project, bidders must meet the following minimum conditions:

a) Relevant Project Experience (ISO 22301-Aligned)

- Provide a list of completed projects delivered within the **last 10 years (from December 2014 to date)** involving Business Continuity Management Systems aligned to ISO 22301.
- The list must include:
 - Client name
 - Project description and scope
 - Contract value
 - Contactable client references
- Attach supporting documents as proof, such as:
 - Signed appointment letters
 - Official purchase orders

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- Reference letters on client letterheads
- NB: The municipality reserves the right to verify all submitted references. Any fraudulent reference or misrepresentation will result in automatic disqualification.**

b) Minimum Reference Requirements

- Provide **at least two (2) contactable references** for similar BCM or ISO 22301-aligned projects.
- Each reference must contain:
 - Contact person
 - Contact number and/or email
 - Summary of the work delivered

5. Applicable Standards & Compliance Requirements

The BCM Platform and all related processes must comply with, or be aligned to, the following legislation, standards, and frameworks:

- a) **ISO 22301: Business Continuity Management Systems (BCMS)** – International standard for BCM implementation.
- b) **Disaster Management Act (Act 57 of 2002)** – Requirements for integrated disaster risk reduction and response.
- c) **Municipal Finance Management Act (MFMA) and National Treasury Regulations** – Governance, accountability, and risk management requirements.
- d) **Local Government: Municipal Systems Act (MSA)** – Service delivery and organisational performance requirements.
- e) **POPI Act (Act 4 of 2013)** – Protection of personal information within the platform.
- f) **ISO 27001** – Information Security Management requirements.
- g) **Municipal Risk Management Frameworks** – Alignment with TLM’s Enterprise Risk Management processes.
- h) **Any other applicable national, provincial, or municipal standards or guidelines.**

6. Project Duration

The overall project, including inception, platform configuration, Business Impact Analysis (BIA), development of all plans, training, simulation exercises, support, and maintenance, must be completed within a period of **three (3) years** from the date of

appointment.

This duration covers:

- Phase 1: Inception & Planning
- Phase 2: Platform Provision & Configuration
- Phase 3: BIA and BCP Development
- Phase 4: Training & Capacity Building
- Phase 5: Support & Maintenance
- Phase 6: Finalisation & Handover

The service provider must adhere to the approved project implementation plan and report progress through scheduled meetings.

7. Evaluation Criteria

Bids will be evaluated in accordance with Thulamela Local Municipality's SCM Policy, the Preferential Procurement Policy Framework Act (PPPFA), and the Preferential Procurement Regulations using the **80/20 preference point system**.

The evaluation will consist of three stages:

7.1 Stage 1: Functionality Evaluation (Non-Price Criteria)

Functionality will be assessed based on the following aspects:

a) Relevant Experience

- Experience in implementing ISO 22301-aligned BCM solutions, BCM platforms, ICT-DRP, and municipal/government continuity systems.

b) Methodology and Approach

- Detailed project implementation plan, methodology, work breakdown structure, and timelines.
- Understanding of municipal operational environments and continuity requirements.

c) Technical Capability of Proposed Platform

- Compliance with ISO 22301, Disaster Management Act, MFMA, POPIA, and cybersecurity standards.

- Integration capabilities with risk, strategy, compliance, ICT DRP, and incident management systems.
- Full lifecycle BCM functionality: BIA, BCP development, testing, crisis communications, dashboards, audit trails, offline capability, etc.

d) Team Competence and Qualifications

- BCM-certified professionals (ISO 22301 Lead Implementer/Auditor).
- Project management expertise (PMBOK, PRINCE2).
- ICT and cybersecurity qualifications (TOGAF, CISA, CEH, CISM).
- Experience of key personnel on similar municipal projects.

NB: Only bidders who score the minimum threshold (usually 70% or as approved by the BSC) on Functionality will proceed to the next stage.

7.2 Stage 2: Price Evaluation

Bids meeting the functionality threshold will be scored according to the 80/20 Preference Point System:

- **80 points** for Price
- **20 points** for Specific Goals

7.3 Stage 3: Specific Goals

Points will be allocated as per the municipality's approved Specific Goal criteria, which may include (but are not limited to):

- Youth-owned businesses
- Women-owned businesses
- People living with disabilities

Municipal SCM will apply the approved scoring as per the PPPFA Regulations.

8. Submission Requirements

To be considered responsive, bidders must submit the following documentation:

a) Company Profile and Proof of Relevant Experience

- Detailed company information
- A list of similar ISO 22301-aligned projects completed

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- Supporting documents: appointment letters, purchase orders, reference letters

b) Detailed Project Methodology

- Platform solution overview
- Architecture description and integration capabilities
- Implementation plan with timelines, phases, and milestones
- Risk management and quality assurance approach

c) Curriculum Vitae (CVs) of Key Project Team Members

- BCM specialists, project managers, ICT specialists, disaster recovery professionals, etc.
- Each CV must highlight relevant experience and project roles.

d) Proof of Qualifications and Certifications (Copies must be attached)

- ISO 22301 (Lead Auditor/Lead Implementer)
- PRINCE2 / PMBOK Project Management certification
- TOGAF (for enterprise architecture)
- CISA / CEH / CISM (for IT governance, security, and cyber resilience)
- Any other relevant BCM, DRP, and ICT qualifications

e) Minimum of two (2) Contactable References for Similar Work Done

- References must include project scope, value, contact details, and outcomes.

f) Compliance Documentation

- Valid Tax Clearance Certificate / PIN
- Proof of CSD Registration
- Municipal Rates & Taxes (not in arrears for more than 90 days)
- Joint Venture Agreement (if applicable)
- Any other relevant statutory compliance documents requested by SCM.

Business Continuity Management (BCM) – Three-Year BOQ

A. Platform Licensing, Subscription & Hosting

Item	Description	Unit	Qty	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
A1	BCM Platform Enterprise Licensing	Year	1				
A2	User Licenses (min. 50 users)	Per User	50				
A3	Cloud Hosting / Server Hosting Fees	Year	1				
A4	Data Backup & Recovery Services	Year	1				

B. Platform Configuration, Customisation & Integration

Item	Description	Unit	Qty	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
B1	System Configuration & Customisation	Once-off	1				
B2	Integration with ERM, Compliance,	Once-off	1				

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Strategy & Incident
Systems

B3	Testing & Quality Assurance	Once-off	1	-	-	-
B4	Offline & Mobile Access Setup	Once-off	1	-	-	-

C. Business Impact Analysis (BIA) & Plan Development

Item	Description	Unit	Qty	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
C1	Municipality-wide Business Impact Analysis	Once-off	1	-	-	-	-
C2	Municipal Business Continuity Plan	Once-off	1	-	-	-	-
C3	Departmental Continuity Plans	Per Dept					
C4	ICT Disaster Recovery Plan	Once-off	1	-	-	-	-
C5	Crisis Communication Plan	Once-off	1	-	-	-	-

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C6	Emergency Response Plan	Once-off	1	-	-	-	
C7	Resource Mobilisation & Logistics Plan	Once-off	1	-	-	-	
D. Training & Capacity Building							
Item	Description	Unit	Qty	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
D1	Administrator Training Workshops	Session	2				
D2	End-User Training Sessions	Session	3				
D3	Annual BCM Awareness Workshops	Session	1				
D4	Simulation Exercise Facilitation	Session	1				

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E. Support, Maintenance & Updates

Item	Description	Unit	Qty	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
E1	Technical Support (Helpdesk & Onsite)	Year	1				
E2	Software Upgrades & Security Patching	Year	1				
E3	SLA Monitoring & Compliance Reporting	Year	1				

F. Optional / Additional Items

Item	Description	Unit	Qty	Year 1 (R)	Year 2 (R)	Year 3 (R)	Total (R)
F1	Custom Integrations (API Extensions)	Once-off	1				
F2	Additional User Licenses	Per User	As needed				
F3	Additional Simulation Exercises	Session	As needed				

G. Summary of Totals

Category	Year 1 (R)	Year 2 (R)	Year 3 (R)
Subtotal A – Platform Licensing			
Subtotal B – Configuration	-	-	-
Subtotal C – BIA & BCP Development	-	-	-
Subtotal D – Training			
Subtotal E – Support & Maintenance			
Total (A-E excl. VAT)			
Add 15% VAT			
Grand Total (Incl. VAT)			

TECHNICAL EVALUATION CRITERIA

Items	Evaluation Report	Description	Points Allocations – Details Description	Ratings	Weight
1.	Scope of work	The bidder must provide a detailed framework/s to be used to perform the BCM.	No framework provided.	0	10
			Framework provided; scope is partially covered, and the TLM will assess the quality of the solution provided.	05	
			Framework provided; scope is fully covered, and the TLM will assess the quality of the solution provided.	10	
2.	Experience	Profile of the bidder, including experience of the bidder in providing similar services to government institutions with a minimum of 3 years' experience in Business Continuity Planning.	2x Appointment and Reference letters for Business Continuity Management (BCM) up to R500K + all 2 (2.5 per letter)	5	20
			2x Appointment and Reference letters for Business Continuity Management (BCM) between R500K and R800K + all 2 (5 per letter)	10	
			2x Appointment and Reference letters for Business Continuity Management (BCM) from R800 upwards all 2 (10 per letter)	20	
3.	References	Bidder MUST be able to deploy a Managed Business Continuity Management (BCM) for a government institution, so bidder should be in a position to provide proof of managed Business Continuity Management (BCM) deployed, with letters on a client letterhead signed, indicating the scope of work not older than five years and must have contactable references and a report proof from government institution solution.	No reference letters attached.	0	10
			One letter = 5 points (5 points per letter).	5	
			Two letters or more = 10 points (5 points per letter).	10	
4.	Work plan	Detailed plan provided. The plan details how the proposed solution will be implemented and covers all proposals and provides timelines. TLM will assess the quality of the plan provided, including Road Map and Business Continuity Management (BCM) Strategy.	No plan provided.	0	10
			The plan partially addresses the scope of how to deliver the TOR and will be implemented within 3 months. TLM will assess the quality of the plan provided.	01 - 05	
			The plan fully details the proposed solution within 3 months and covers the scope of how to deliver the three-year TOR. TLM will assess the quality of the plan provided.	06 - 10	

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5.	Certifications (All the certifications should be certified as a duplicate of the primary certification to guarantee its authenticity. Failure to submit certified certificates will lead to a score of zero)	Provide certifications of resources who will be responsible for the proposed solution e.g., ISO 27001:2013 (Information Security Management Systems) ISO 9001:2015 (Quality Management Systems) ISO 33201:2019 (Business Continuity Management Systems) Certified Information Security Manager (CISM) certification, Certified Information Systems Auditor (CISA) certification, Certified in Risk and Information Systems Control (CRISC) certification, Certified Ethical Hacker (CEH); CmpTIA Security* Certification, CompTIA Advanced Security Practitioner(CASP+) Certified Information Systems Security Professional (CISSP), Systems Security Certified Practitioner (SSCP). Global Information Assurance Certification (GIAC)	No proof submitted. Certified Ethical Hacker (CEH) Certified Certificates provided, meeting the proposed solution with at least two certifications related to Cybersecurity. (5 points per certificate) ISO 27001:2013 (Information Security Management Systems) ISO 9001:2015 (Quality Management Systems) ISO 33201:2019 (Business Continuity Management Systems) (10 points per certificate)	0 10 10 30	50
Total Score					100
Minimum Qualifying Score					70

The following table is for completion of similar work executed by the bidder in the last five (5) years:

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The following is a statement of similar work executed by the company/ies in the last ten (10) years:

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