



MBD1

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY</b>					
BID NUMBER:	17/2025/2026A	CLOSING DATE:	01 JULY 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

<b>OLD AGRIVEN BUILDING</b>
<b>THOHOYANDOU</b>
<b>0950</b>

**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			

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	FINANCE	CONTACT PERSON	MR DAVHANA LG
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7731
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	davhanalg@thulamela.gov.za
E-MAIL ADDRESS	mudzilitp@thulamela.gov.za		



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

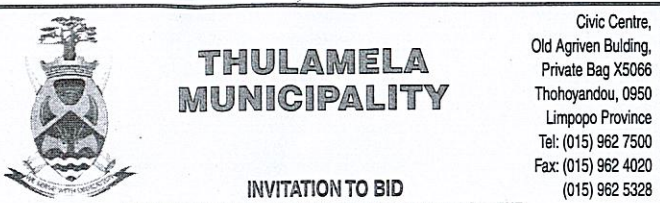
<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL 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.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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: .....



# THULAMELA MUNICIPALITY

Civic Centre,  
Old Agriven Building,  
Private Bag X5066  
Thohoyandou, 0950  
Limpopo Province  
Tel: (015) 962 7500  
Fax: (015) 962 4020  
(015) 962 5328

## 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.:17/2025/2026A	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 29 May 2026 to 01 July 2026 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 19 June 2026 at 11h00. Location: Thulamela Local Municipality Information Centre Boardroom.

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
- 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 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 exempted from municipal service charges.
- 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 confirmation 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
Firm's references	10
Work plan	10
Certifications	50
<b>TOTAL</b>	<b>100</b>

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 break-down
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, 01 July 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.**

SIGIDI KTM  
MUNICIPAL MANAGER



# VHEMBE T.V.E.T. COLLEGE

Site no 203, Private Bag X2136, Sibasa, 0970, Limpopo  
• Tel: (015) 963 3156 / 963 3657 • Fax: (015) 963 3154  
• E-mail: fetcol@mweb.co.za

## ERRATUM NOTICE

The Public / Service Providers are hereby notified that Tender Published on Friday 15 May 2022 Limpopo Mirror Newspaper. The advertisement for Multiple service providers for Travel Agent will required International Air Transport Association (IATA). The IATA is not compulsory and the Coll will attend the multiple bidders that have IATA and those that don't have IATA. Bidders who not attend briefing are welcome to buy the document. The new closing date is 02 July 2 time 11H00. Those bidders that have already bought the bid document will be sent a revised copy of the bid document.

Banking on your positive respond.  
Kind regards  
**BR Hlekane**  
The Principal

## NOTICE OF APPLICATION FOR ENVIRONMENTAL AUTHORISATION AND ACCEPTANCE OF A PROSPECTING RIGHT APPLICATION

Notice is hereby given in terms of Regulation 41(2)(c) of the Environmental Impact Assessment Regulations, 2014 (as amended), promulgated under the National Environmental Management Act, 1998 (Act No. 107 of 1998) ("NEMA"). Malashes Safety Consultant (Pty) Ltd has submitted an application for Environmental Authorisation and has received acceptance of an application for a Prospecting Right in terms of Section 16 of the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002) ("MPRDA") from the Department of Mineral Resources and Energy.

Application Reference Number: LP30/5/11/2/16494PR

The application is for the prospecting of:

- Gold Ore

on the farm:

- Jakhalsdraai 102 LS

located within the Magisterial District of Makhado (Vhembe), Limpopo Province.

Interested and Affected Parties (I&APs) are hereby invited to register and participate in the Public Participation Process

To register as an I&AP and submit comments, please provide your name, contact details, and any comments or once registered the proposed project within 30 days from the date of this notice.

All correspondence may be directed to:

Yadah Consulting Pty Ltd  
Attention: Ms. T. Magagula  
Cell: 073 875 0228/ 013 001 2901  
Email: Yadah.consult@gmail.com  
Date: 29 May 2026



## MAKHADO LOCAL MUNICIPALITY

### NOTICE OF THE APPLICATION FOR CONSENT USE IN TERMS OF SECTION 75 OF THE MAKHADO LC MUNICIPALITY SPATIAL PLANNING, LAND DEVELOPMENT AND LAND USE MANAGEMENT BY - LAW 2011 STAND NUMBER 10020 SILOAM VILLAGE FOR THE PURPOSE OF SMALL FREE STANDING AND CONVENIENCE CENTRE

I, Kamboliwala Noaman Hanifbhai, being the owner of Stand number 10020 Siloam Village hereby give notice in I of Section (93) of the Makhado Local Municipality Spatial Planning, Land Development and Land Use Management by-law 2016, that I have applied for Small Free Standing and Convenience Centre on Stand number 10020 Siloam Village in I of Section (75) Makhado Municipality Spatial Planning, Land Development and Land Use Management By-law 2016 together with the provisions of the Spatial Planning and Land Use Act, 2013 (Act 16 of 2013). Particulars of the application will lie for inspection during normal office hours (7:00 to 16:00) at the office of the Director Development and Planning Makhado Local Municipality at 83 Krogh Street, Louis Trichardt, 0920 for the period of 30 days from 15 May 2026 objections to or interest in respect of this application must be lodged with or made in writing to the office of the Municipal Manager at Private Bag X2596, Makhado, 0920 within a period of 30 days. Applicant Address: Stand no 10020 , S Village, 0993, Cell no: 062 456 5257.

### NDIVHADZO YA KHUMBELO YO ITWAHO NGA KHETHEKANYO (75) YA MAKHADO LOCAL MUNICIPALITY SP/PLANNING, LAND DEVELOPMENT AND LAND USE MANAGEMENT BY-LAW 2016 ZWI TSHI KWAM KHUMBELO ITWAHO KA TSHITENTSI TSHI DIVHALEYAHOA 10020 SILOAM VILLAGE.

Nne, Kamboliwala Noaman Hanifbhai, ane a vha munne wa tshitentsi no. 10020 Siloam Village ndi khou neh ndivhadzo uya nga ha khethekanyo (93) ya Makhado Local Municipality Spatial Planning, Land Development and Land Use Management By-law 2016 ya uri huna khumbelo yo itwaho kha masipala wa Makhado ya Small Free Standing and Convenience Centre kha nomboro ya tshitentsi 10020 Siloam Village fhasi ha khethekanyo (75) ya Makhado Local Municipality Spatial Planning, Land Development and Land Use Management By-law 2016 I vhaaleho khatshini na mulayo wa S Planning and Land Use Act, 2013 (Act 16 of 2013). Zwidombedza zwa khumbelo iyi zwi do wanala kha ofisi ya muli (Director) Development and Planning: Makhado Local Municipality at number 83 Krogh Street, Louis Trichardt, 0920 Private Bag X2596, Makhado, 0920 lwa maduvha a fururu (30) ubva 15 May 2026. Zwothe zwi kwamaho khumbelo vhangha zwilivhisa kana unwala vha swikisa kha adiresi yo bulwaho nga 7:00 u swika 16:00. Diresi: Nomboro ya tshi 10020, Siloam Village, 0993, Cell no: 062 456 5257.

### THULAMELA LOCAL MUNICIPALITY, AMENDMENT SCHEME NO: 031/2025

#### NOTIFICATION OF SUBMISSION OF LAND DEVELOPMENT APPLICATION BY REZONING FROM "RESIDENTIAL 1" TO "BUSINESS 1" AND THE REMOVAL OF RESTRICTIVE CONDITION TOGETHER WITH THE RELAXATION OF PARKING SPACE, FOR THE PURPOSE OF ESTABLISHING A SHOP ON ERF 23 THOHoyANDOU - P

We, Global Solution Development (Pty) Ltd, being the authorised agent of Erf 23 Thohoyandou-P, hereby give notice that we have lodged an application for the rezoning from "Residential 1" to "Business 1" and the removal of restrictive condition, together with the Relaxation of parking space, in terms of Section 62(1), 63(2), and 74(1) of the Thulamela Municipality Spatial Planning and Land Use Management By-Laws 2016, read together with the provisions of the Thulamela Land Use Scheme 2020 and the Spatial Planning and Land Use Management Act 16 of 2013 for the purpose of establishing a shop.

The relevant plan(s), document(s) and information are available for inspection at the office of the Senior Manager: Planning and Development, Thulamela Local Municipality, first floor, Thohoyandou for a period of 30 days from the 29th of May 2026. Any objection or representation pertaining to the above development application must be submitted in writing to the Municipal Manager, P.O. Box 5066, Thohoyandou, or visit the Thulamela Local Municipality offices at Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou during office hours from 7h45 to 16h30 Monday to Friday, before the expiry of the 30-day period. Individuals who write may also, within the 30-day period, visit the Thulamela Local Municipality offices at the above-stated address where a municipal official will assist to transcribe their comments, objections or representations.

Address of the Applicant: Global Solution Development (Pty) Ltd | P.O. Box 50, Shayandima, 09 076 267 8524 | ryan@gsdholdings.co.za

### MASIPALA WAPO WA THULAMELA, AMENDMENT SCHEME NO: 031/2025

#### NDIVHADZO YA KHUMBELO YO ITWAHO YA MVELAPHANDA YAU SHANDUKISA KUSHUMISELE KWA MAVU UBVA "RESIDENTIAL 1" UYA KHA "BUSINESS 1" NA U BVISA NYLEDZO I THIVHELHO KUSHUMISELE KWA MAVU KHAI NA U FHUNGUDZWA HA THODEVA YA FHETHU HAU PAKA.

Rine vha, Global Solution Development (Pty) Ltd, ro imela munne wa Mavu a divheaho sa Erf 23 Thohoyandou-P, ri kha divhadzo nga ha khumbelo yo itwaho ya u shandukisa kushumisele kwa Mavu ubva kha "Residential 1" uya kha "Business 1" bvisa nyiledzo i thivhelaho kushumisele kwa mavu khatshini na u fhungudzwa ha thodeva ya fethu hau paka hu tshi khoushur khethekanyo 62(1), 63(2) na 74(1) dza Thulamela Spatial Planning and Land Use Management By-Law, 2016 i vhaaleho kha na Thulamela Land Use Scheme 2020 na mulayo wa Spatial Planning and Land Use Management Act, 16 of 2013 hu itela u vhembele.

Rulane na manwala a yelanaho na khumbelo yo bulwaho athona zwi do wanala kha ofisi ya mulunguli muluhwane wa: Yhu na mveladziso kha luta lwa u thoma kha masipala wapo wa Thulamela, Thohoyandou lwa tshingaha tshi swikaho masu Fururu (30) u bva nga duvha la yhu 29 na Shundunthule 2026. Arali vha na mbalelo kana u toda u pfelesa malungano na khou iyi vha nga nwalela mulunguli wa masipala wa Thulamela kha diresi i tvehelaho P.O. Box 5066, Thohoyandou, 0950, kana vha marumelwa ofisini ya zwa vhuaplani kha diresi ya Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou nga tshi tsha mushumo u bva nga 7h45 uya kha 16h30 Musumbulowo u swika lavhuganu hu sa athu thela maduvha a fururu. Vnathu vha sa kone u nwalwa vha nga dovha hafhu, kha tshikhalo tsha maguvha a 30, vha dalela ofisi dza Masipala Wapo wa Thulamela diresi yo bulwaho athona, hune muofisiri wa masipala a go thusa u nwalutla vhuufwa havho, mbalelo kana vhuimeleli i Diresi ya dzhendzedzi lire mulayoni: Global Solution Development (Pty) Ltd | P.O. Box 50, Shayandima, 0950 | 07 8524 | ryan@gsdholdings.co.za



## 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:

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**Functionality Score Table:**

<b>EVALUATION CRITERIA</b>	<b>POINTS ALLOCATED</b>
<b>Scope of work</b>	<b>10</b>
<b>Firm's similar experience</b>	<b>20</b>
<b>Firm's references</b>	<b>10</b>

Work plan	10
Certifications	50
<b>TOTAL</b>	<b>100</b>

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.**

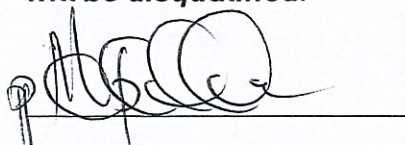
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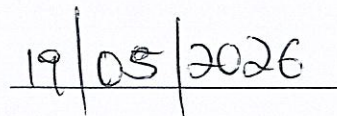
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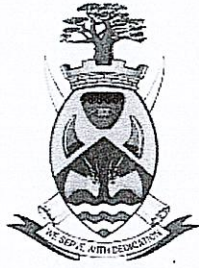
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**Mr. SIGIDI K.T.M.  
MUNICIPAL MANAGER**



**DATE**



## 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

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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

- 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.

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Item	Description	Unit Price	Total Price
Phase 1 & Inception Planning	<ul style="list-style-type: none"> <li>i) Conduct an inception meeting to agree on timelines, deliverables, and platform requirements.</li> <li>ii) Develop and submit a detailed project and implementation plan.</li> </ul>		
Phase 2 – Platform Provision and Configuration	<p>The service provider must supply a Business Continuity Management Platform that:</p> <ul style="list-style-type: none"> <li>iii) Supports the full BCP lifecycle: creation, review, approval, and publishing of the Business Continuity Plan.</li> <li>iv) Enables Business Impact Analysis (BIA) with structured data capture, prioritisation of critical services, and automated reporting. Integrates seamlessly with:               <ul style="list-style-type: none"> <li>(1) Enterprise Risk Management (risk register and treatment plans)</li> <li>(2) Strategy Management (linking continuity objectives to strategic goals)</li> <li>(3) Compliance Management (alignment with ISO 22301, Disaster Management Act, MFMA, and other applicable legislation)</li> <li>(4) Incident Management (capturing, analysing, and closing incidents; preventing recurrence)</li> <li>(5) Crisis Communication (real-time alerts and emergency notifications via SMS, email, and in-platform prompts)</li> </ul> </li> </ul>		

	<p>(6) Provides data-rich dashboards and analytics for executives and operational teams, with real-time monitoring of continuity status and incident responses.</p> <p>(7) Includes emergency notification functionality to automatically alert relevant personnel during plan activation or incident escalation.</p> <p>(8) Supports continuity of operations workflows, ensuring uninterrupted service during disruptions.</p> <p>(9) Enables crisis control with multi-user coordination, task tracking, and escalation management.</p> <p>(10) Provides version control and a full audit trail for all plans and changes.</p> <p>(11) Allows offline access to continuity plans for critical personnel during network outages.</p> <p>(12) Facilitates testing, exercises, and simulations within the platform, with results automatically logged for improvement tracking.</p> <p>(13) Supports supply chain continuity by mapping and managing supplier risks and dependencies.</p>		
<p>Phase 3 Development of BCP and Related Plans via the Platform</p>	<p>v) Conduct a municipality-wide Business Impact Analysis (BIA) within the platform.</p> <p>vi) Identify and prioritise critical functions, services, and assets.</p> <p>vii) Develop a comprehensive institutional Business Continuity Management Policy.</p> <p>viii) Develop a comprehensive BCMP in alignment with <b>ISO 22301</b>.</p>		

	<p>ix) Produce the following related plans within the platform:</p> <p>(1) Crisis Communication Plan</p> <p>(2) ICT Disaster Recovery Plan</p> <p>(3) Emergency Response Plan</p> <p>(4) Departmental Continuity Plans</p> <p>(5) Resource Mobilisation &amp; Logistics Plan</p>		
Phase 4 - Training and Capacity	<p>x) Provide administrator and end-user training on the platform.</p> <p>xi) Conduct BCP awareness workshops.</p> <p>Facilitate simulation exercise using the platform to test activation and response.</p>		
Phase 5 - Support and	<p>xii) Support and maintenance for the duration of the contract.</p> <p>xiii) Ensure regular software updates and security patches.</p>		
Phase 6 - Finalisation & Handover	<p>xiv) Deliver final approved BCP and related plans fully configured in the platform.</p> <p>xv) Provide all training materials, user manuals, and administrator guides.</p>		
2) Deliverables	<p>The Municipality is expecting to receive the following:</p> <ul style="list-style-type: none"> <li>✓ Business Continuity Management Gap analysis report (Findings per area).</li> <li>✓ Business Continuity Management policy and procedures.</li> <li>✓ Business Continuity Strategy with implementation plan</li> <li>✓ Proper Budgets Costing for full implementation of the strategy.</li> </ul>		

	<ul style="list-style-type: none"> <li>✓ Road Map to deal with Business Continuity Management (Costed)</li> </ul>		
<b>3 Year Expectations</b>	<p>The Municipality is expecting the following over the 3 years:</p> <ul style="list-style-type: none"> <li>✓ 1x Implemented Comprehensive BCM solution for identified Users</li> <li>✓ 1x Business Impact Analysis Report for the entire Municipality on the platform</li> <li>✓ 1x Business continuity Implementation management system</li> <li>✓ 1x Development of all BCM Plans on the platform</li> <li>✓ 1x Disaster Recovery Plan on the platform</li> </ul>		
<b>Skills Transfer</b>	<ul style="list-style-type: none"> <li>✓ Provide administrator and end-user training on the platform.</li> <li>✓ Conduct BCP awareness workshops.</li> <li>✓ Facilitate simulation exercise using the platform to test activation and response.</li> </ul>		

**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 <b>government institutions</b> with a minimum of 3 years' experience in Business Continuity Planning.	2x Appointment and Reference letters for Business Continuity Management (BCM) up to <b>R500K+</b> all 2 (2.5 per letter)	5	20
			2x Appointment and Reference letters for Business Continuity Management (BCM) between <b>R500K and R800K+</b> all 2 (5 per letter)	10	
			2x Appointment and Reference letters for Business Continuity Management (BCM) from R800 up wards all 2 (10 per letter)	20	
3.	References	<b>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</b> letters on a client letterhead signed, indicating the scope of work not older than five years and must	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	

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		have contactable references and a report proof from <b>government institution</b> solution.			
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	
5.	Certifications (All the certifications should be certified as a duplicate of the primary certification to guarantee its authenticity. Failure to submit certified certificates	Provide certifications of resources who will be responsible for the proposed solution e.g., <b>ISO 27001:2013 (Information Security Management Systems)</b> <b>ISO 9001:2015 (Quality Management Systems)</b> <b>ISO 22301:2019 (Business Continuity Management Systems)</b> 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	No proof submitted.	0	50
			Certified Ethical Hacker (CEH)	10	
			Certified Certificates provided, meeting the proposed solution with at least two certifications related to Cybersecurity. (5 points per certificate)	10	
			<b>ISO 27001:2013 (Information Security Management Systems)</b> <b>ISO 9001:2015 (Quality Management Systems)</b> <b>ISO 22301:2019 (Business Continuity Management Systems)</b> (10 points per certificate)	30	

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	will lead to a score of zero)	Security Professional (CISSP), Systems Security Certified Practitioner (SSCP). Global Information Assurance Certification (GIAC)		
<b>Total Score</b>				<b>100</b>
<b>Minimum Qualifying Score</b>				<b>70</b>

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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