



MBD1

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY**

NOTICE NUMBER:	N17/2025/2026	CLOSING DATE:	13 MAY 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF FIREARM TRAINING FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS				

**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 ]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
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SIGNATURE OF BIDDER		DATE	
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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 NEMBIWITS
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7558
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	nembilwits@thulamela.gov.za
E-MAIL ADDRESS	mudzilip@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

### 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
NO: N17/2025/2026	Provision of firearm training for Thulamela traffic and law enforcement officers	R4.00 per page or can alternatively be downloaded from Thulamela website ( <a href="http://www.thulamela.gov.za">www.thulamela.gov.za</a> ) for free	Mr Nembilwi TS. (015 962 7558) Mrs Bia Bia ME.. (015 962 7666) 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 **04 May 2026 until 13 May 2026** at a non-refundable bid price of R4.00 per page. or can alternatively be downloaded from Thulamela website ([www.thulamela.gov.za](http://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.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid

**NOTICE NUMBER N17/2025/2026: PROVISION OF FIREARM TRAINING FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS**

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.
- ❖ Certified and Valid copy of PFTC accreditation
- ❖ Certified and Valid copy of SAPS accreditation
- ❖ Certified and Valid copy of Assessor registration
- ❖ Certified and Valid copy of Range Officer qualification
- ❖ 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 exempt from municipal service charges.
- ❖ List of conducted firearm training 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).

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.

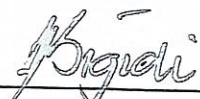
Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

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, 13 May 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

29.04.2026

DATE

**NOTICE NUMBER N17/2025/2026: PROVISION OF FIREARM TRAINING AND REGULATION 21 FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS**

**IMPORTANT PRICING INSTRUCTIONS:**

1. All prices must be quoted in South African Rand (ZAR) inclusive of VAT.
2. Prices must include all costs necessary to execute the full scope of work as per Terms of Reference.
3. No variation claims for omitted items will be entertained after award.
4. Unit rates must include labour, supervision, materials, equipment, compliance and statutory obligations.
5. In case of discrepancy, the unit rate shall prevail over the total amount.
6. Catering must comply with applicable health and safety regulations and municipal by-laws.
7. Prices shall remain fixed for the duration of the contract.
8. The training ammunition must be 200 for each learner

Item No	Detailed Description	Estimated Quantity	Unit Rate	Total Amount
1.1	<p><b>PROVISION OF FIREARM TRAINING FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS</b></p> <p>Training of traffic enforcement officers on how to handle and use Handgun for Business Purposes, theoretical and practical training</p>	Learners: 39	R	R

1.2	<p><b><u>UNIT STANDARDS</u></b></p> <ul style="list-style-type: none"> <li>◦ Unit standard no: 11700- Demonstrate knowledge of the firearm control Act no 60 of 2000.</li> <li>◦ Unit standard no: 119649- Handle and use handgun</li> <li>◦ Unit standard no: 123515 – Handle and use handgun for business purpose</li> </ul>	Learners: 39		R	R
1.3.	<p><b>PROVISION OF REGULATION 21 FIREARM TRAINING FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS</b></p> <p>Training of traffic enforcement officers regulation 21, on how to handle and use Handgun for Business Purposes, theoretical and practical training</p>	Learners: 39			
2.1	<p>Morning Tea and Refreshments (including tea, coffee, bottled water and light snacks) in compliance with health regulations. Refer to the attached menu.</p>	Per Learner Per Day	39 x 10 Days	R	R
2.2	<p>Lunch (balanced meal, inclusive of soft drink or bottled water) compliant with food safety standards. Refer to the attached menu.</p>	Per Learner Per Day	39 x 10 Days	R	R

2.3	Afternoon Tea and Refreshments (tea, coffee, snacks, bottled water). Refer to the attached menu.	Per Learner Per Day	39 x 10 Days	R	R
2.4	Catering Staff, Serving Equipment and Waste Management in compliance with municipal health bylaws.	Lump Sum	1	R	R
<b>SUB TOTAL</b>					R
<b>ADD 15% VAT</b>					R
<b>GRAND TOTAL</b>					R

GRAND TOTAL (Inclusive of VAT): R \_\_\_\_\_

Amount in Words: \_\_\_\_\_

**DECLARATION:**

The bidder confirms that catering services comply with Occupational Health and Safety Act, Food Safety Regulations and applicable municipal health by-laws.

Authorized Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_



# THULAMELA MUNICIPALITY

Private Bag 10300  
Tsoelikefontein  
0951  
Gauteng Province  
Tel: 011 962 7500  
Fax: 011 962 4020

## SPECIFICATION FORM FOR CATERING

DEPARTMENT : \_\_\_\_\_  
SECTION : \_\_\_\_\_  
DATE : \_\_\_\_\_  
VENUE : \_\_\_\_\_

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QUANTITY	DESCRIPTION	DATE/S OF THE EVENT
	1. Lunch > Pap, > Chicken meat > Beef meat > Two salads  2. Drinks > Soft Drinks > 100% Assorted Juices	

HEAD OF DEPARTMENT

DATE





# Department Of Corporate Services

**BREAKFAST AND AFTERNOON TEA**

Private Bag 13066  
Thohoyandou  
0950  
Limpopo Province  
Tel: 015 962 7500  
Fax: 015 962 4020

QUANTITY	DESCRIPTION	DATE/S OF THE EVENT
39	BREAKFAST  Brown and White bread sandwich with cheese and polony, scones, muffins, tea, coffee and juice brown and white sugar, powder & fresh milk	
78 bottles Per day	500 ml still water	
39	AFTERNOON TEA  Tea, coffee and juice, brown and white sugar, powder and fresh milk, biscuits	

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# **TERMS OF REFERENCE: PROVISION OF FIREARM TRAINING FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS**

Notice No: N17/2026/2027

## **1. INTRODUCTION**

Thulamela Local Municipality invites bids from suitably qualified, accredited and experienced firearm training service providers to render accredited firearm competency and regulation 21(Refresher) training to Traffic and Law Enforcement Officers.

This Terms of Reference forms part of the bid document and sets out the scope, standards, deliverables, compliance requirements and evaluation framework for the appointment.

## **2. BACKGROUND**

The Municipality employs Traffic and Law Enforcement Officers who are required, in the execution of their lawful duties, to carry and use firearms where legally authorised. Officers must be properly trained, assessed and certified in compliance with the Firearms Control Act 60 of 2000 and related legislation.

The Municipality seeks to appoint a competent service provider to deliver structured firearm training and competency certification to approximately thirty-nine (39) officers.

## **3. LEGISLATIVE AND REGULATORY FRAMEWORK**

The appointed service provider must comply with:

- Firearms Control Act 60 of 2000
- Criminal Procedure Act
- Occupational Health and Safety Act
- Municipal Finance Management Act (MFMA)
- Municipal Supply Chain Management Regulations, 2005
- Preferential Procurement Policy Framework Act and 2022 Regulations
- Skills Development Act
- SAQA Act
- SAPS accreditation requirements
- Professional Firearm Training Council (PFTC) standards
- POPIA (where personal data is processed)

Failure to comply may result in contract termination.

## **4. OBJECTIVES OF THE TRAINING**

The primary objectives are:

**NOTICE NUMBER N17/2025/2026: PROVISION OF FIREARM TRAINING FOR THULAMELA TRAFFIC AND LAW ENFORCEMENT OFFICERS**

- Ensure legal compliance under firearm legislation
- Equip officers with theoretical knowledge of firearm law
- Develop safe handling and operational competence
- Provide Regulation 21 (Refresher) firearm application training
- Certify officers as competent under relevant unit standards
- Reduce liability and operational risk for the Municipality

## 5. SCOPE OF WORK

### 5.1 Training Programmes

The service provider must deliver the following accredited unit standards:

1. Knowledge of the Firearms Control Act (Unit Standard 117705 – NQF Level 3)
2. Handle and Use a Handgun for Business Purposes (Unit Standard 119649 – NQF Level 3/4)

Duration: 5 days per programme (or integrated programme not exceeding 15 working days total).

Number of learners: ±39

### 5.2 Training Content Must Include:

- Legal framework governing firearm use
- Rules of engagement and proportional force
- Safe storage and transport of firearms
- Weapon handling, stripping and maintenance
- Shooting fundamentals and marksmanship
- Tactical positioning and cover techniques
- Crowd control firearm protocols
- Incident-based scenario training
- Risk mitigation in public operations

### 5.3 Practical Component

The service provider must:

- Provide a SAPS-approved shooting range
- Provide ammunition for training and assessment
- Provide safety equipment (ear and eye protection)
- Provide qualified range officers
- Conduct supervised live-fire assessments
- Maintain strict safety compliance

## 6. DELIVERABLES

The appointed service provider shall provide:

1. Approved training programme outline
2. Training manuals and learner guides
3. Attendance registers
4. Assessment instruments
5. Portfolios of Evidence
6. Assessor and moderator reports
7. Statements of Results
8. Competency certificates
9. Final consolidated training report

No payment shall be processed without submission of all deliverables.

## 7. LOGISTICAL REQUIREMENTS

The service provider must include in pricing:

- Travel and accommodation of facilitators
- Training venue (if not municipal facility)
- Shooting range access
- Ammunition
- Targets and consumables
- Training materials
- Certification costs
- Administrative costs

No variation orders will be accepted for omissions.

## 8. HEALTH, SAFETY AND RISK MANAGEMENT

The bidder must submit:

- Range safety plan
- Emergency medical procedure plan
- First aid capability confirmation
- Risk assessment report
- Incident reporting procedure

The Municipality reserves the right to inspect range facilities prior to award.

## 9. MINIMUM MANDATORY REQUIREMENTS (DISQUALIFICATION CRITERIA)

Bidders must submit:

- Certified and Valid PFTC accreditation

- Certified and Valid SAPS accreditation
- Certified Assessor registration
- Certified Range Officer qualification
- CSD Registration
- Valid Tax Compliance PIN

Failure to submit any mandatory requirement will result in disqualification.

#### 11. PRICE AND PREFERENCE

Evaluation shall be conducted in terms of:

- 80/20 preference point system

Points allocated for:

- Price
- Specific goals (as per Preferential Procurement Regulations 2022)

#### 12. PERFORMANCE MANAGEMENT

The Municipality will monitor:

- Attendance compliance
- Assessment completion rate
- Certification turnaround time
- Safety compliance
- Quality of training delivery

Failure to meet agreed timelines may result in penalties.

#### 14. PAYMENT TERMS

Payment shall be made upon:

- Completion of training
- Submission of certificates
- Submission of assessment reports
- Submission of invoice
- Verification by Project Manager

No upfront payments shall be made unless approved by Council in terms of MFMA.

#### 15. CONFIDENTIALITY

The service provider must treat all municipal and learner information as confidential in terms of POPIA.

#### **16. DISPUTE RESOLUTION**

Disputes shall be resolved in terms of:

- Contract provisions
- SCM policy
- South African law

#### **17. TERMINATION**

The Municipality reserves the right to terminate the contract in the event of:

- Misrepresentation
- Loss of accreditation
- Safety breaches
- Criminal conduct
- Material non-performance

#### **18. ETHICAL CONDUCT**

The bidder must:

- Declare conflicts of interest
- Comply with Municipal Code of Conduct
- Avoid collusive practices
- Avoid improper influence

#### **19. GENERAL CONDITIONS**

- Municipality reserves the right not to award.
- Municipality is not obliged to accept the lowest bid.
- Accreditation must remain valid throughout contract period.
- Joint ventures must demonstrate combined compliance.

