



MBD1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY</b>					
NOTICE NUMBER:	N09/2025/2026	CLOSING DATE:	09 DECEMBER 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF WINDOW CLEANING SERVICES AT THE SECOND FLOOR OF BOTH MUNICIPAL BUILDINGS AT THULAMELA MUNICIPALITY HEAD OFFICE.				

**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
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	MRS MUNYAI V
CONTACT PERSON	MR MUDZILI TP	TELEPHONE NUMBER	015 962 7609
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	
FACSIMILE NUMBER	MudziliTP@thulamela.gov.za	E-MAIL ADDRESS	munyaiv@thulamela.gov.za





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**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

#### PROVISION OF WINDOW CLEANING SERVICES AT THE SECOND FLOOR OF BOTH MUNICIPALY BUILDINGS AT THULAMELA MUNICIPALITY HEAD OFFICE

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

Notice Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: N09/2025/ 2026	Provision of window cleaning services at the second floor of both municipal buildings at Thulamela municipality head office	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	Mrs Munyai V. (015 962 7609) 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 **27 November 2025 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 **SCM-FORMS sub 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 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.
- ❖ 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 or a letter from the municipality not older than 3 months from the date of the advert, if the business is operating in rural arrears 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).

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
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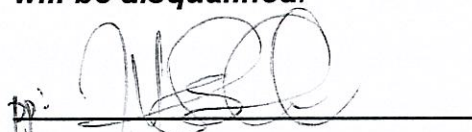
Sealed bid documents must be submitted in envelopes clearly indicating ***"BID NUMBER AND DESCRIPTION"*** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11h00 on, 09 December 2025**.

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.

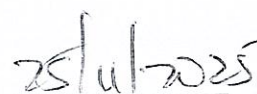
**NB:**

***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**



**DATE**

**NOTICE NUMBER N09/2025/2026: PROVISION OF WINDOW CLEANING SERVICES AT THE SECOND FLOOR OF BOTH MUNICIPALY BUILDINGS AT THULAMELA MUNICIPALITY HEAD OFFICE**

QUANTITY IN M <sup>2</sup>	DESCRIPTION	UNIT PRICE PER M <sup>2</sup>	TOTAL PRICE
700	<p><b>Location:</b> Thulamela Local Municipality Head Office, Thohoyandou</p> <p><b>Service Description:</b> Window Cleaning (both buildings 2nd Floor)</p> <p><b>Estimated Area:</b> <u>700 m<sup>2</sup></u></p> <p><b>1. Scope of Work</b> The service provider shall be responsible for the thorough cleaning of all external and internal windows located on the <b>second floor</b> of the Thulamela Head Office building. The cleaning shall include, but not be limited to, the following tasks:</p> <ul style="list-style-type: none"> <li>• Cleaning of all glass panes, window frames, and sills.</li> <li>• Removal of all dust, dirt, stains, bird droppings, cobwebs, and other foreign materials.</li> <li>• Use of appropriate cleaning agents and equipment to ensure streak-free, clear windows.</li> <li>• Wiping and polishing of metal or aluminium frames where applicable.</li> <li>• Safe removal of any temporary markings or adhesive residues.</li> <li>• Proper cleaning of both interior and exterior window surfaces where accessible.</li> </ul> <p><b>2. Equipment and Materials</b> The service provider must:</p> <ul style="list-style-type: none"> <li>• Provide all necessary cleaning equipment, ladders, scaffolding, safety harnesses, and cleaning materials.</li> <li>• Use environmentally friendly and non-corrosive cleaning products.</li> </ul>		



	<ul style="list-style-type: none"> <li>Ensure that all materials are approved for use on glass and aluminium surfaces.</li> </ul>		
	<p><b>3. Health and Safety Requirements</b></p> <ul style="list-style-type: none"> <li>All cleaning activities must comply with the <b>Occupational Health and Safety Act (Act No. 85 of 1993)</b> and relevant municipal safety policies.</li> <li>Workers must use appropriate <b>Personal Protective Equipment (PPE)</b> such as safety harnesses, gloves, helmets, and safety boots.</li> <li>Proper signage and barriers must be placed during cleaning to ensure safety for building occupants and visitors.</li> <li>The service provider shall be responsible for the safety of their personnel and equipment at all times.</li> </ul> <p><b>4. Quality Standards</b></p> <ul style="list-style-type: none"> <li>All work shall be carried out to a <b>professional standard</b>, leaving windows free of streaks, smudges, and stains.</li> <li>Any damage to municipal property during the execution of the service shall be repaired or replaced at the contractor's cost.</li> <li>The municipality reserves the right to inspect and approve the work upon completion before payment is processed.</li> </ul> <p><b>5. Supervision and Reporting</b></p> <ul style="list-style-type: none"> <li>The service provider shall appoint a competent supervisor to oversee the work on-site.</li> <li>A completion report and checklist must be submitted to the <b>End-user</b> after the cleaning session,</li> </ul>		

	confirming the area cleaned and condition of the windows.		
		<b>SUB TOTAL (Excluding Vat)</b>	<b>R</b>
		<b>VAT 15%</b>	<b>R</b>
		<b>GRAND TOTAL</b>	<b>R</b>