STEVE TSHWETE LOCAL MUNICIPALITY

TENDER NO.: BS11/10/2026

CLOSING DATE: 17/12/2026 AT 12H00

PROVISION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES TO THE STEVE TSHWETE LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited PROVISION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES TO THE STEVE TSHWETE LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS

Tender documents will be obtainable from the 17/11/2026**,** from Legal & Administration Department, Room B207, Municipal Building, Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050, Tel: (013) 249-7365 & Fax: (013) 243-2550) against payment of a non-refundable tender amount of **R880,00**. Only payments made in cash or debit/credit card will be accepted.

The closing time for receipt of tenders is **12:00hrs** on **17/12/2026.** Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public.

Any technical enquiries relating to the tender document may be directed to Lucky Moetanalo at 013 249 7195.

A non-compulsory clarification meeting will take place on 02/12/2026 starting at 10:00, at Human Resource Boardroom, Ground Floor, Civic Center, Cnr Walter Sisulu & Wanderers, Middelburg, 1050.

Fully completed tender documents, clearly marked "**Tender No. BS11/10/2026: "PROVISION OF EMPLOYEE ASSISTANCE PROGRAMME (EAP) SERVICES TO THE STEVE TSHWETE LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS" must be placed in a sealed envelope and placed in the** tender box provided by **Steve Tshwete Municipality on the 1st floor, Room B 207, Civic Centre, Corner Walter Sisulu and Wanderers Avenue, Middelburg,** by no later than 12h00 on **17/12/2026.** The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby 70 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of Specific Goals. Allocation of points for **specific goals** is stipulated on MBD 6.1.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

The following documents have to be attached as <u>Annexure A</u> (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- **Copy of company registration certificate(CK) – Compulsory**
- **Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status- Non-Compulsory**
- **Copy of current municipal account not in arrears for a period of three months, (not older than 3 months), or copy of Lease Agreement (and Landlord's municipal account) of the following: – Compulsory**
  - Bidder (Where the company conducts its business)
  - Director(s) (Place of residences)
- **Full CSD report – Non-Compulsory**
- **Joint Venture Agreement (In case of a Joint Venture) – Compulsory**
- **Joint Ventures must be registered on CSD as Joint Venture – Compulsory**
- **Professional Indemnity Insurance – Compulsory**
- **Original Certified Copy of Registration - Registered Psychologist and Councillors must be registered with HPCSA (Health Professions Council of South Africa) – Compulsory**
- **Original Certified Copy of Active Membership Card of HPCSA Registration - Compulsory**
- **All forms must be completed in full – Compulsory**

SM MNGUNI
MUNICIPAL MANAGER
STEVE TSHWETE LOCAL MUNICIPALITY
Municipal Civic Building
Wanderers Avenue
MIDDELBURG
1050