Ubuntu Municipality

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ubuntu - ithemba - izithethe
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UBUNTU MUNICIPALITY

78 Church Street, Victoria West, 7070

Tel: 053 621 0026 | Fax: 053 621 368

TENDER NOTICE AND INVITATION TO TENDER

TENDER NO: UB/VW/06/2026/2027

APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF THREE (3) YEARS TO PROVIDE INTEGRATED DEVELOPMENT PLANNING, STRATEGIC PLANNING, PERFORMANCE MANAGEMENT AND REPORTING SERVICES TO THE MUNICIPALITY.

Ubuntu Local Municipality invites suitably qualified and experienced service providers to submit bids for the development and review of the Municipality's Integrated Development Plan (IDP), preparation and revision of the Service Delivery and Budget Implementation Plan (SDBIP), implementation and support of the Performance Management System (PMS), and compilation of statutory performance reports.

The assignment further includes facilitating strategic planning sessions, developing the Municipal Strategic Plan, and providing technical support to Council and MPAC in the preparation and finalisation of the Annual Report and Oversight Report. The successful service provider will also be required to provide, implement and maintain a reliable electronic Performance Management System to support performance planning, monitoring, evaluation, reporting and record management, including skills transfer to strengthen the Municipality's internal capacity and ensure the effective utilisation of the system.

1. COLLECTION OF TENDER DOCUMENTS

Tender documents, drafted in English, are obtainable from Mr. AR Botha at the offices of Ubuntu Municipality, 78 Church Street, Victoria West, 7070, between 07h30 and 16h00.

A non-refundable tender deposit of R1 500.00 (One Thousand Five Hundred Rand only) is payable prior to the collection of documents. Payment may be made in cash at the municipal cashiers or via direct deposit into the Municipality's bank account:

Bank: Standard Bank of South Africa

Account Type: Cheque

Account Number: 040106349

Branch Code: 051001

No tender documents will be issued without valid proof of payment and confirmation that the funds reflect in the municipal bank account. Proof of payment may be emailed to scm@ubuntu.gov.za or abotha@ubuntu.gov.za.

2. SUBMISSION OF TENDERS

Completed tender documents must be submitted strictly on the official bid documentation issued by Ubuntu Municipality. Tenders must be placed in a sealed envelope clearly endorsed with the tender number and full title:

"TENDER NO: UB/VW/06/2026/2027 – APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF THREE (3) YEARS TO PROVIDE INTEGRATED DEVELOPMENT PLANNING, STRATEGIC PLANNING, PERFORMANCE MANAGEMENT AND REPORTING SERVICES TO THE MUNICIPALITY.".

Sealed envelopes must be deposited into the Tender Box situated at the offices of Ubuntu Municipality, 78 Church Street, Victoria West.

• Closing Date and Time: Monday, 18 December 2026 at 12h00.

• Public Opening: Tenders will be opened in public immediately after closing in the Finance Boardroom.

• Late or Electronic Submissions: No emailed, soft copy, or faxed bids will be considered.

3. EVALUATION CRITERIA AND CONDITIONS

• Validity Period: Tenders must remain valid for a period of 90 days after the closing date.

• Preference Point System: Bids will be evaluated in terms of the Municipality's Preferential Procurement Policy using the 80/20 preference point system (80 points for Price and 20 points for Specific Goals).

• General Conditions: All tenders are subject to the General Conditions of Contract and the Supply Chain Management Policy of Ubuntu Municipality. The Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender as it may deem expedient.

4. ENQUIRIES

All enquiries relating to this tender may be directed to the corporate service manager, Ms.N Mkontwana, on 053 621 0026 or via email at nmkontwana@gmail.com

MR. Z. P. MJANDANA

ACTING MUNICIPAL MANAGER