



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 49/25/26

SERVICE OF ISSUING ENERGY PERFORMANCE CERTIFICATE FOR MANDENI LOCAL MUNICIPALITY

Quotations are hereby invited from suitably qualified and experience service provider to issue a performance certificate for Mandeni municipality".

Quotation document will be available upon request to lungisanin@mandeni.gov.za until the 27th of November 2025.

A **compulsory** briefing meeting will be held on the 28th of November at 11H00. Prospective bidders shall meet at will be issued an invitation TO MICROSOFT TEAMS to join the meeting. Failure to attend the compulsory clarification meeting will disqualify your quote.

Item	Specification	Quantity
Scope of work	<p>Request for the appointment of registered Energy Performance Certificate (EPC) professional to issue an Energy Performance Certificate for Mandeni Local Municipality.</p> <p>Scope: Issue EPC for 2x buildings</p> <p>Sibusisiwe Hall = 1854.96 square meter</p> <p>Civic Centre = 1298.45 square meter</p> <p>Note: Floor plans and energy data will be provided by the Municipality.</p> <p>Compulsory clarification meeting will be held virtually on the 26th of November 2025</p>	1

Quotations will be evaluated and adjudicated according to the following criteria:

- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

• Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	5	CIPC registration documents
Enterprise 100% owned by person living with disability	4	Medical certificate
EME or QSE which is at least 100% owned by black people	4	ID Copy of directors and CSD

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. SC Mdletshe

Enterprise 100% owned by Women	4	ID Copy of directors and CSD
Enterprise 100% owned by Youth	3	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD). The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state.
- Mandeni Municipality subscribes to Supply Chain Management Policy.
- Council's Supply Chain Management Policy.
- Service providers to complete in fully all relevant MBD's (1,4,8,9)
- Quotations must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount.
- No quotations will be considered from persons in the services of any service of the state.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. Local municipality (rates, electricity and other) or if the bidder is a tenant, then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity, and other. Failure to attach will lead to disqualification. Submit both for bidder and the director
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Non-compliance with the above-mentioned criteria will lead to disqualification.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked **SERVICE OF ISSUING ENERGY PERFORMANCE CERTIFICATE FOR MANDENI LOCAL MUNICIPALITY". 48/25/26** and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Tuesday, the 02nd of December 2025. Late and verbal quotations will under no circumstances be considered.** The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action. Technical enquiries relating may be directed to Selby Msweli and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.


MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 25/11/2025