



**ADDENDUM**  
**T-UDA-2024-02**  
**LEASING OF SUITABLE OFFICE ACCOMMODATION FOR UMZINYATHI**  
**DISTRICT DEVELOPMENT AGENCY FOR THE PERIOD OF THREE YEARS.**

The above-mentioned tender was advertised on the 02<sup>nd</sup> of October 2023, and the MBD 3.1 was omitted, please find the below attached form.

Also please note that the tender will be evaluated as follows

- **First stage:** Administrative / Mandatory Requirements
- **Second stage:** Functionality
- **Third stage:** Price and Specific goals

We apologise for the inconvenience caused

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**MR. S.N NTOMBELA**  
**ACTING CHIEF EXECUTIVE OFFICER**



### 3. EVALUATION OF TENDER

#### **First stage: Compulsory Returnable Documentation**

Compulsory documents to be submitted:

- MBD 1: Invitation to Tender (must be completed and signed)
- Copy tax clearance certificate accompanied by a pin for further verification in the name of the tenderer
- MBD 3.1: Pricing Schedule
- MBD 4: Declaration of Interest
- MBD 8: Declaration of past Supply Chain Management Practice
- MBD 9: Certificate of Independent Bid
- Proof of company registration
- Certified copies of owner's identity document (Not older than three months)
- Letter of Good Standing with other Organ of State,
- Statement of Municipal rates not older than 3 months,

**Second stage:** Functionality- refer on the bid document

**Third stage:** Price and Specific goals- refer on the bid document



### MBD 3.1

#### PRICING SCHEDULE – FIRM PRICES

DESCRIPTION	QUANTITY	AMOUNT
<div style="border: 1px solid black; border-radius: 15px; padding: 20px; text-align: center; width: 400px; margin: 0 auto;"> COMPANY STAMP </div>		
	SUB-TOTAL	
	VAT (15%)	
	TOTAL	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

#### CONDITIONS OF TENDER

- Price(s) quoted must be valid for at least one hundred and twenty (120) days from date of offer for evaluation purposes.
- Price(s) quoted must be firm and include VAT



- Tenderers original valid tax clearance certificate must be attached.
- Tender documents signed by a person who does not have authority to sign will be disqualified.
- Tenderers who did not complete the compulsory questionnaire, who abuse the employer's supply chain management system will not be conceded
- Non-collusion affidavit to be executed by bidder and submitted with the bid.