



# MANTSOPA

## MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)  
(As from 6 December 2000)

### Head office

Private Bag X11 or  
P.O. Box 64  
LADYBRAND  
9745

38 Joubert Street  
LADYBRAND  
9745

Tel: 051-9240654  
051-9240659  
051-9240655  
051-9240657

Fax: 051-9240020

E-mail:  
[mantsopamun@xsinet.co.za](mailto:mantsopamun@xsinet.co.za)

### Area Offices

P.O. Box 76  
TWEESPRUIT  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 24  
EXCELSIOR  
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5  
HOBHOUSE  
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA  
9771

File no.:8/1/8/1

Contact Person: Khotso Pharoe

09 February 2026

**INVITATION FOR QUOTATIONS – APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER TO ASSIST MANTSOPA LOCAL MUNICIPALITY ACCURATELY COMPLETE FINANCIAL AND NON-FINANCIAL FORMS IN LINE WITH NERSA'S (NATIONAL ENERGY REGULATOR OF SOUTH AFRICA) REQUIREMENTS, DEVELOP COST OF SUPPLY STUDY BASED ON NERSA FRAMEWORK, ASSIST WITH STRUCTURING OF COST REFLECTIVE TARRIFFS AS WELL AS ASSESS, DEVELOP AND COMPILE CREDIBLE FORMS**

### Background

For Nersa to approve municipal electricity tariffs, municipalities are obliged to submit required information to Nersa, whereby D-Forms, Cost of Supply Study and cost reflective tariffs are key resources to the tariff approval process. Therefore, Mantsopa Local Municipality requires a professional service provider who will be able to accurately complete both Financial and Non-Financial D-Forms, Develop Cost of supply Study based on Nersa Framework and assist with structuring of Cost reflective tariffs on its behalf.

### The service provider is required to:

- Ensure that the information populated on the D-Forms is accurate and corresponds with the supporting documents
- Ensure that the information populated on the D-Forms only relates to electricity distribution business of the Municipality.
- Ensure that the Mantsopa Local Municipality meets its deadline of 31 March 2026 for the submission of the D-Forms to Nersa which is. Develop a cost of Supply study that follows Nersa Framework as well as taking into consideration all the requirements of the tariff setting.
- Assist Mantsopa Local Municipality with preparation of cost reflective tariffs per customer classifications that is based on the study. Assess the challenges that causes the energy losses and develop a detailed report based on energy loss challenges faced by the municipality.

All correspondence to be addressed to the Municipal Manager

Tel: 051-9640012

Fax: 051-9640054

**NB:**

**The bidder must provide the delivery timeframe in the quotation.**

**The bidder is required to complete the MBD 4 Form.**

**The bidder is required to complete the MBD 6.1 Form.**

**If any municipal rates, taxes, or service charges owed by the bidder or its directors to the municipality are in arrears for over three months, the supplier will be disqualified.**

**The Forms are obtainable at Mantsopa Website: [www.mantsopa.co.za](http://www.mantsopa.co.za)**

**GENERAL CONDITIONS**

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 90 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. The quotation must be signed by a duly authorized person. **No faxed quotation**
7. This quotation will be evaluated in terms of the 80/20 preferential points system as prescribed in the Preferential Procurement Policy Regulation of 2022.
8. **Only service providers who are in the Central database must submit the quotations.**
9. The successful supplier will be the one who scores the highest points.
10. The bidder must attach Municipal Rates and Taxes Account or Municipal Service Charges owed by the bidder or any of its directors to the Municipality or to any other Municipality other Municipality or Municipal Entity must not be in arrears more than three months. The bidders in Mantsopa Local Municipality must arrange to pay the Municipal Rates and Taxes or Municipal Service Charges if they are awarded the bid. The Lease Agreement must be accompanied by the Landlord's Municipal Rates and Taxes or Municipal Services Charges that are not in arrears for more than three months.
11. **NB: All service provider(s) are requested to submit a CSD Report or Copy of the ID's.**

All correspondence to be addressed to the Municipal Manager

**Specified Goals for Preferential Points System**

Specific Goals	Points Allocation
Black Owned (More than 51%)	10
Women owned (More than %51%)	5
Youth Owned <35(More than 51%)	5
Total Points	20

**Enquiries on Specification: Mr. Takalani Tshikundu (060 550 5355) and Mr. Teboho Chaka (078 148 8127)**

Quotations must be submitted and delivered to the **Quotation Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745**, on or before **20 February 2026 @12h00** the envelope must be sealed and clearly marked **'APPOINTMENT OF PROFESSIONAL SERVICE PROVIDER TO COMPILE D- FORMS "** quoting reference number **SCM/FIN 10/25/26**

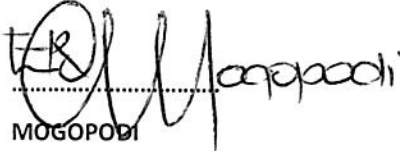
RECOMMENDATION BY THE CFO:



TSHIKUNDU

DATE: 2026/02/11

APPROVAL BY THE MM



MOGOPODI

MUNICIPAL MANAGER

DATE: 11/02/2026



All correspondence to be addressed to the Municipal Manager