

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
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OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL
KZN 435

Date 23/10/2025.

KZN435/25/26/006/CORP

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
REPAIRS AND MAINTENANCE OF FLEET MANAGEMENT (36 MONTHS CONTRACT)	ULM-CORP 003/26	31/10/2025@ 10:00

Tender documents will be available on the municipal website (www.umzimkhulum.gov.za) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R 300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 28th of October 2025; cut-off time for buying documents is the 31st of October 2025, 15 minutes before the briefing time.

Compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building Boardroom, 247 Mzimkhulu Mlonyana Street, uMzimkhulu 3297.

Invalid or non-submission of the following documents will render the Tenderer disqualified; Specific Goals points will not be allocated if the required documents are not submitted / invalid.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4, 8, 6.1 & 9
- Municipal rates and services certificate / billing for the directors, owners, shareholders of the company **and for the company** to confirm that Municipal rates are not in arrears for more than 90 days or.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.
- Copy of a marriage certificate if Municipal account in under your spouse.

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- Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head example is provided on the document. Tender document must be signed by the authorized person.

80/20 Preference Point System will be used on the following project and uMzimkhulu Local Municipal SCM policy. Functionality will be considered.

Second Phase of Evaluation

Evaluation criteria

Functionality

Evaluation minimum threshold is 66.67% rounded off or 60 points

Evaluation Aspect	Criteria	Points	Verification method
<u>Relevant experience</u> Maintenance and repairs heavy plant and machinery diesel works.	4 successfully completed projects in repairs & maintenance of fleet with traceable references: <u>score</u> 4 projects =20 2 Projects =10	20	Attach Appointment letters or Valid reference letters
<u>Expertise</u> Relevant experience and qualifications of the lead technician, admin support, diesel mechanic and auto electrician	Lead technician must have a Mechanical Certificate N3 or National diploma with 3 years' experience= 5 And Admin support must have a Grade 12 certificate with 3 years' experience= 5 And Deisel Mechanic must have a certified diesel mechanic certificate N2 or N3(with a trade test Advantage) with 3 years' experience= 5 And Auto Electrician must have a certificate in auto electrician trade or certificate N2 or N3 with 3 years' experience= 5	20	Attach copy of cv and certified copies of ID and certified copies of certificates NB/ ALL PERSONNEL ARE REQUIRED AND ALL CERTIFIED COPIES MUST BE WITHIN 3 MONTHS

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Field Service vehicle/towing ownership Service provider or company must submit its company field service vehicles proof of ownership/lease	<u>Score</u> Own vehicles =20 points leased vehicles =10 points	20	Attach Vehicle logbook or Vehicle lease agreement
Methodology Project implementation Company to prepare a clear and sound project implementation description covering all aspects in - General project description - Turnaround time (TOR) - Callout fee - Travel fee p/km - Labor rate per hour - Monthly equipment inspections Reporting	<u>Scores</u> - all aspects covered = 20 points -All aspects covered with limited information= 10 points	20	Attach Methodology/project description
Accreditation Service provider to be RMI (Retail Motor Industry) accredited.	RMI certificate= 10	10	Attach certified copy of RMI certificate
Total points		90	

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segments. Even if the bidder has scored 50% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: Expertise and Accreditation are required and compulsory. Bidders must score 100% on this criterion.

The 80/20 scoring will apply.
80 Price
20 Specific Goals

Specific Goals

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification document(s)
Specific goals 2: RDP Goals Companies that are 100% owned by south African citizen. 100% Points allocation =10 points Companies that are 50% owned by South African citizen. 50% Points Allocation = 5 Points Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points	Max. Points 10	CIPC registration Certificate (Companies and Intellectual Property Commission) Or Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
Promotion of business: - located within KZN province.	10 Points	Preferred address on CSD report and certified copy of utility bill on property rates and services for the enterprise / Company. Or Preferred address on CSD report and original letter for the Enterprise or Company from Induna / Chief/ ward Councillor. (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM POINTS	20	

180 days Price Validity

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Contact Details

All Technical enquiries shall be directed to:

Attention : Ms. M Van Rooyen
Telephone : (039) 259 5027
Email Address : van-rooyenM@umzimkhulum.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Mr. S. Ndawonde
Telephone : (039) 259 5089
Email Address : ndawondes@umzimkhulum.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h: 00, 14th of November 2025** Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply.

AA

DR. C. A. NGQOYIYA
MUNICIPAL MANAGER