

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 27/06/2022.
KZN435/21/22/017/BTO

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

TENDER NAME	PROPOSAL NUMBER	BRIEFING DATE
ASSET MANGEMENT SUPPORT (12 Months Contract)	ULM-BTO 005/22	06/07/2022 @ 10h:00 pm

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the **non-refundable payment of R200 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **30th of June 2022**; cut-off time for buying documents is the **06th of July 2022, 15 minutes before the briefing time.**

Non-compulsory briefing session will be hosted on **Microsoft Teams**. Link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWU3ZDA1NzMtZmY1ZC00NzMyLTk0MGQtODliODg4YTcxMjBl%40thread.v2/0?context=%7b%22Tid%22%3a%220b200945-5c17-4d9b-8755-251336e11857%22%2c%22Oid%22%3a%2218edb9ca-0252-4765-887f-ce63ddec3da%22%7d

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN Affidavit
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or.

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- 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.
- 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 in the Tender document)

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

Second Phase of Evaluation

Evaluation minimum threshold is 20 points or 50%

Key aspects Criterion and basis for points allocation	Max Points	Verification Method
<p>- Company experience</p> <p>Company experience in asset management function in the municipal environment</p> <ul style="list-style-type: none">➤ Three reference letters for asset management function performed in any municipality - 10 points➤ Two reference letters for asset management function performed in any municipality - 5 points	10	Reference letters in asset management detailing performance of the company

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<p>- Expertise</p> <p>Project Manager A Chartered Accountant registered with SAICA with 5 completed projects in municipal asset management.</p> <p>10 years' registered as a chartered accountant with 5 completed projects in asset management -10 points</p> <p>5 - 9 years' registered as a chartered accountant with 5 completed projects in asset management - 5 points</p> <p>Team Member A Civil Engineer registered with ECSA with 3 completed projects in municipal; Asset Management</p> <p>10 years' registered as an engineer with 3 completed projects in asset management - 10 points</p> <p>5 - 9 years' registered as an engineer with 3 completed projects in asset management -5 points</p>	20	<p>Proof of registration with SAICA and CV detailing projects performed in asset management</p> <p>Proof of registration with ECSA and CV detailing projects performed in asset management</p>
<p>- Methodology Methodology of a service provider must cover practical and sound understanding of the municipality's needs and adequately responds to the municipality's needs.</p> <p>Service provider must demonstrate the following:</p>	10	<p>Project methodology</p>

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<ul style="list-style-type: none"> ➤ Availability of resources to cover all municipal sites where municipality's immovable assets are situated for verification purposes ➤ Procedure to be followed in asset verification and conditional assessments ➤ An understanding of the process of ranking of assets by their conditions after verification ➤ Understanding of accounting standards applicable to asset management of the municipality <p>-Fully Covered - 10 points</p> <p>-Partially Covered (limited information) -5 points</p>		
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The points associated with the comprehensive proposal will be awarded as reflected in the above table

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 50 % of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr B. Mvuyana
Telephone : (039) 259 5044
Fax No : (039) 259 0427
Email Address : mvuyanab@gumzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi

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Telephone : (039) 259 5034
Fax No. : (039) 259 0427
Email Address : basio@umzimkhululm.gov.za

Closing date

Tender documents in a sealed envelope clearly indicating the **Tender number and Tender 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, 15 of July 2022**. Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted along with 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.

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KV NYAMELA
ACTING MUNICIPAL MANAGER