

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto: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 issued 09/10/2025.

KZN435/25/26/003/CSS

### RE-INVITATION TO QUOTE UMZIMKHULU LOCAL MUNICIPALITY

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

QUOTATION NAME	QUOTE NUMBER	BRIEFING DATE
PROVISION OF PAUPER BURIAL SERVICES (12 MONTH CONTRACT)	ULM-CSS 016/24	15/10/2025 @10h:00

Quotation documents will be available on the municipal website ([www.umzimkhulum.gov.za](http://www.umzimkhulum.gov.za)) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 13<sup>th</sup> of October 2025; cut-off time for buying documents is the 15<sup>th</sup> of October 2025 15 minutes before the briefing time.

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

**Invalid or non-submission of the following documents will render the Quoter 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 / statement / 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.

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- 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 on the document. Tender document must be signed by the authorized person.
- In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)

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

### Second Phase of Evaluation

#### Evaluation Criteria

#### Criteria for functionality

**Minimum threshold (57% or 40 points)**

Key aspect of criterion	Basis for points allocation	Max. Points	Verification Method
<b>Company experience</b>  The service provider must have experience in providing any burial Services with a mortuary / a fridge.	4 years' experience in burial services = <b>40 Points.</b>  2-3 years' experience in burial service = <b>20 Points</b>	<b>40</b>	<ul style="list-style-type: none"> <li>• Attach company Profile detailing their services rendered.</li> <li>• Attach Page 3 of BI certificates copies (3 copies per year) therefore 12 copies for 4 years' experience are required</li> <li>• Attach page 3 of BI certificates (3 copies per year) therefore 6-9 copies for 2-3 years' experience is required.</li> </ul>

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<b>METHODOLOGY</b>  Must demonstrate a clear understanding of scope of work (detailed above) Turnaround time for collection of the deceases is a maximum of 3 hours. Turnaround time after receiving the call to render a pauper or indigent burial service within 7 days	All aspects covered- the understanding and meeting turnaround time = 20 points	<b>20</b>	Attach Project Methodology
	All aspects covered with limited information, the understanding and meeting turnaround time = 10 points		
<b>ACCREDITATION</b>	Must be registered with one of the Funeral federation or Association (e.g. SAFPA, FUDAS, NAFUBA)	<b>10</b>	Attach certified valid copy of registration certificate.
<b>TOTAL POINTS</b>		<b>70</b>	

**It is compulsory for a bidder to score not less than 50% per segment in the above table.**

**Even if the bidder has scored 57 % of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive**

**NB: On Accreditation the service provider must score 100%.**

The 80/20 scoring will apply.

80 Price  
20 Specific goals

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### Specific Goals

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system)	Verification document(s)
<b>Specific goals 2: RDP Goals</b>			
<b>Promotion of south African owned enterprises:</b>			
Companies that are 100% owned by south African citizen. <b>100% Points allocation =10 points</b>	<b>Max. Points 10</b>	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)	
Companies that are 50% owned by South African citizen. <b>50% Points Allocation = 5 Points</b>			
Companies that are less than 50% owned by South African citizen. <b>25% Points Allocation = 2.5 Points</b>			
<b>Promotion of Business located within:</b>			
Umzimkhulu Municipality = <b>10 points</b>	<b>Max. Points 10</b>	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 / Company from Induna / Chief/ ward Councillor.  (verification on CSD portal by the Municipality)	
Harry Gwala District Municipality = <b>5 points</b>			
<b>TOTAL / MAXIMUM POINTS</b>		<b>20</b>	

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### 180 days Price Validity

### Contact Details

All other enquiries shall be directed to:

Attention : Mrs. B Nomvalo  
Telephone : (039) 259 5076  
Email Address : [nomvalob@umzimkhululm.gov.za](mailto:nomvalob@umzimkhululm.gov.za)

SCM Compliance enquiries shall be directed to:

Attention : Mr. S Ndawonde  
Telephone : 039 259 5089  
Email Address : [ndawondes@umzimkhululm.gov.za](mailto:ndawondes@umzimkhululm.gov.za)

### Closing date

Quote documents in a sealed envelopes clearly indicating the **Quote number and Quote 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 pm of 20<sup>th</sup> of October 2025** Telegraphic, telex, telephone, electronic, facsimile, and late quotes will not be accepted.

Quoters may only be submitted along with the Quotation 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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**DR. C. A. NGOYIYA**  
**MUNICIPAL MANAGER**