

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 19 OF 25/26

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE DESIGN, EDITING, PRINTING AND PUBLISHING OF THE ANNUAL REPORT, INTEGRATED DEVELOPMENT PLAN, AND BUDGET AND MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK BOOK FOR THE MSUNDUZI MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS

TENDER NOTICE

Tenders are hereby invited for the appointment of a panel of suitably experienced Service Providers for the design, editing, printing and publishing of the Annual Report, Integrated Development Plan, and Budget and Medium-Term Revenue and Expenditure Framework Book for the Msunduzi Municipality for a period of three (3) years.

Tender documents will be made available to tenderers from **12h00 on Friday, 10 October 2025**.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R796.70 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Azukiswe Ngumbela (Office of the Municipal Manager – Strategic Planning) on direct Telephone No. 033 – 392 8867 or Cellular No. 063 272 3832 or e-mail address **azukiswe.ngumbela@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 19 of 25/26**” and the **Contract Description** and must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297;30.3610014), not later than **12h00 on Monday, 10 November 2025**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act, Act No. 28 of 2024.

The Functionality for Stage One shall be evaluated on the following evaluation criteria:

No.	Evaluation Criteria	Maximum Points
1.	Service Provider to submit similar publications of previous work done (Annual Report or IDP or Strategic Plan or Budget and MTREF Book).	15 Points
Total Functionality Points		15 Points
Minimum Threshold (67%)		10 Points

The allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goal	Points
1.	Race: ≥51% Black owned enterprise or 51% management control by South African Black people.	10 Points
2.	Business Enterprise Owned by Women.	5 Points
3.	Location of Service Provider: The enterprise must be located in the Msunduzi Municipality jurisdiction for services to be rendered in that region.	5 Points
Total Preference Points (Specific Goals)		20 Points

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR S. F. MNDEBELE (MUNICIPAL MANAGER)