



MSINGGA MUNICIPALITY

INVITATION TO TENDER

Bids are hereby invited in terms of section 18(a) of the Msingga Municipality's Supply Chain Management Policy together with section 83 of the Municipal Systems Act, No.32 of 2000, as amended and read together with sections 110,111 and 112 of the Municipal Finance Management Act No.56 of 2003 for:

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO CONDUCT VETTING/SCREENING OF APPLICANTS/CANDIDATES BEFORE EMPLOYMENT FOR A PERIOD OF 3 YEARS

DESCRIPTION OF TENDER	TENDER NUMBER	DOCUMENT	DATE, TIME AND VENUE FOR COMPULSORY BRIEFING MEETING	CLOSING DATE AND TIME
<p>APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO CONDUCT VETTING/SCREENING OF APPLICANTS/CANDIDATES BEFORE EMPLOYMENT FOR A PERIOD OF 3 YEARS</p>	<p>MS/2023/2024/016/951/C</p>	<p>TOR will be available on Municipal website: www.umsingga.gov.za</p>	<p>NO BRIEFING</p>	<p>22 June 2024 at 12pm</p>

TENDER DOCUMENTS

No tender document only TOR , available from Municipal website, www.umsinga.gov.za

TENDER ENQUIRIES

All enquiries shall be directed to Corporate Services Director, Ms TFN Nkala or Human Manager, N Bhengu on 033-4938014/39 during office hours.

SUBMISSION OF TENDERS

Tenders must be enclosed in a sealed envelope, addressed to the Municipal Manager, Msinga Municipality and clearly marked: **TENDER NUMBER, APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO CONDUCT VETTING/SCREENING OF APPLICANTS/CANDIDATES BEFORE EMPLOYMENT FOR A PERIOD OF 3 YEARS** and the bidders name and details. Tenders must be deposited in the tender box at the office of Msinga Municipality on the main Road (R33) opposite MPCC, Tugela Ferry on or before 12h00 on the closing date and no late or faxed tenders will be considered. Msinga Municipality does not bind itself to accept the lowest of any tender and reserves the right to accept the whole or any part of the tender.

1. EVALUATION CRITERIA

- a) **Administrative Compliance.**
- b) **Functionality**
- c) **PPPFA 2022 80/20, ownership specific goals set as follows:**
 - Race (Black People – CSD Copy) 5 Points
 - Gender (Black women – CSD Copy) 5 Points
 - Enterprises located in Msinga municipal area 5 Points
 - Enterprises located in KZN 5 Points

a) Administrative Compliance.

1. Invalid or non-submission of the following documents will lead to immediate disqualification.
 - OBTAINING 70 POINTS ON FUNCTIONALITY
- ✓ ATTACHED TAX CLERANCE PIN
- ✓ LETTER OF GOOD STANDING
- ✓ CSD FULL REPORT
- ✓ COMPLETED AND SIGNED FORM OF OFFER
- ✓ FULLY COMPLETED MBD FORMS
- ✓ FULLY SIGNED AND INITIATED TENDER DOCUMENT
- ✓ MUNICIPAL RATES STATEMENT OR SWORN AFFIDAVIT FOR BUSINESS OPERATING IN RURAL AREAS
- ✓ JV AGREEMENT (IF APPLICABLE);



SL SOKHELA
MUNICIPAL MANAGER

8/5/2024

Date