

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 27/10/2025  
KZN435/25/26/004/CSS

### RE-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     |
|--------------------------------------------------|-----------------|-------------------|
| DRIVING LICENSE SERVICES<br>(12 MONTHS CONTRACT) | ULM-CSS 012/25  | 04/11/2025 @11:00 |

Tender documents will be available on the municipal website ([www.umzimkhululm.gov.za](http://www.umzimkhululm.gov.za)) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R150 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 30<sup>th</sup> of October 2025; cut-off time for buying documents is the 04<sup>th</sup> of November 2025, 15 minutes before the briefing time.

A 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 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 4,6,1,8 & 9
- Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders. Executive directors / non-executive directors) and for the company to confirm that Municipal rates are not in arrears for more than 90 days.
- 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 documents must be signed by the authorized person.

**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

#### Functionality

**Minimum threshold 35 points or 70%**

| Criteria                                                                                                                                                                                                                                                           | Points | Verification Method                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------|
| <b>Experience and ability to execute:</b><br>The bidder must have maximum of 4 years' experience for learners license and driver's license.<br>3 completed projects with experience = 10 Points<br>2 completed projects with experience = 5 points                 | 10     | Attach stamped Referral letters with traceable contacts from respective institutions the company previously worked |
| <b>Roadworthy compliance and proof of ownership for the following vehicle descriptions:</b> <ul style="list-style-type: none"> <li>Code 08 (B) and Code 10 (C1)</li> </ul>                                                                                         | 10     | Attach proof of ownership (Logbook)<br>Valid license disk<br>(Both certified)                                      |
| <b>Team Expertise</b><br>Instructors must have a maximum of 5 years valid driver's licence and 5 years' experience.<br>5 years' experience with valid driver's licence for 5 years = 20 Points a<br>3 years' experience with valid drivers for 3 years = 10 points | 20     | Attach CV and certified copy of a valid driver's licence                                                           |

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|                                                                                                     |    |                                                  |
|-----------------------------------------------------------------------------------------------------|----|--------------------------------------------------|
| <b>Company Registration / Affiliation</b><br>Registered driving school with Department of Transport | 10 | Proof of registration by department of transport |
| <b>Total points</b>                                                                                 | 50 |                                                  |

**NB. It is compulsory for a bidder to score not less than 50% in the above table. If the bidder scores 50% of the minimum functionality threshold but scores less than 50% on each segment the bidder will be non-responsive**

**NB: On the company registration/ affiliation and roadworthy compliance and proof of ownership the service provider must score 100%**

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

### 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>                                                                            |                                     |                                           |                                                                                                                                 |
| Companies that are 100% owned by south African citizen.<br><b>100% Points allocation =10 points</b>           | <b>Max. Points</b><br><br><b>10</b> |                                           | CIPC registration Certificate (Companies and Intellectual Property Commission)                                                  |
| Companies that are 50% owned by South African citizen.<br><b>50% Points Allocation = 5 Points</b>             |                                     |                                           | and                                                                                                                             |
| Companies that are less than 50% owned by South African citizen.<br><b>25% Points Allocation = 2.5 Points</b> |                                     |                                           | Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)                        |
| <b>Promotion of business: -</b><br>Located within uMzimkhulu:<br>Points allocation = 10 points                | <b>Max. Points</b><br><br><b>10</b> |                                           | Preferred address on CSD report and certified copy of utility bill on property rates and services for the enterprise / Company. |

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|                                                                             |           |                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                             |           | Or<br>Preferred address on CSD report<br>and original letter for the enterprise<br>/ Company from Induna / Chief/<br>ward Councillors<br><br>(verification on CSD portal by the<br>Municipality) |
| Located within Harry Gwala District.<br>Points allocation = 5 <b>points</b> |           |                                                                                                                                                                                                  |
| Located within KZN province.<br>Points allocation = 2.5 <b>points</b>       |           |                                                                                                                                                                                                  |
| <b>TOTAL / MAXIMUM PROINTS</b>                                              | <b>20</b> |                                                                                                                                                                                                  |

### 180 days Price Validity

#### Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. M Sikhosana  
Telephone : 039 259 5058  
Email Address : [SikhosanaM@umzimkhululm.gov.za](mailto:SikhosanaM@umzimkhululm.gov.za)

All 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)

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### 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 on 14<sup>th</sup> of November 2025**. 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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DR C. A. NGQOYI  
MUNICIPAL MANAGER