

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: 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 09/02/2026
KZN435/25/26/013/CORP

**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
SUPPLY AND DELIVER OF ICT EQUIPMENT (24 MONTHS CONTRACT)	ULM-CORP 006/26	17/02/2026 @14h:30

Tender documents will be available on the municipal website (www.umzimkhulum.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R250 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **12th of February 2026**; **cut-off time for buying documents is the 17th of February 2026, 15 minutes before the briefing time.**

A non-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.

- 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

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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

Criteria for Functionality

Evaluation minimum threshold is 63%(round off) or 50 points

Criteria	Basis for points allocation	Max. Points	Verification Method
Company Experience: The company must have completed 6 project in supply and deliver of ICT Equipment in the last 5 years.	6 projects completed = 30 3 - 5 projects completed = 15	30	Attach contactable Reference Letters
Methodology on turnaround time Methodology sets out the way the bidder will carry out the work. clear timeframes for requested equipment for requested items	Supply and delivery within two weeks = 30 Supply and delivery within one month = 15	30	Project methodology
Accreditation Partnership with Original Equipment manufacturer (OEM) that supply products for proposal solution. (HP Business Partner, Lenovo, Dell, etc)	Has partnership with the product manufacturers = 20 Points	20	attach proof of partnership status/Provide(Letter/certificate)
Total		80	

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NB. It is compulsory for a bidder to score not less than 50% in the above segments. Even if the bidder has scored 63% threshold in the above table but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

NB: Bidders must score full points in the Accreditation segment.

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)
Companies that are 100% owned by south African citizen. 100% Points allocation =20 points	Max. Points 20	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. 50% Points Allocation = 10 Points		
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 5 Points		
TOTAL / MAXIMUM POINTS	20	

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180 Days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. K. Mbanjwa
Telephone : 039 259 5211
Email Address : mbanjwak@umzimkhulum.gov.za

All SCM compliance enquiries shall be directed to:

Attention : Mr. S Ndawonde
Telephone : 039 259 5089
Email Address : ndawondes@umzimkhulum.gov.za

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 27th of February 2026** Telegraphic, telex, 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. NGQOYIYA
MUNICIPAL MANAGER