

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 12/02/2024.  
KZN435/23/24/012/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 | CIDB GRADING   | BRIEFING DATE         |
|---|-----------------|----------------|-----------------------|
| SUPPLY, DELIVER, INSTALL AND MAINTAIN<br>(36 months contract) | ULM-CORP 006/24 | 3 ME or Higher | 20/02/2024 @10h:00 am |

Tender 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 R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 15<sup>th</sup> of February 2024; cut-off time for buying documents is the 20<sup>th</sup> of February 2024, 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, 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.

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- 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 is 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 in the Tender document)

**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**

**Evaluation minimum threshold is 50% or 15 points.**

| Criteria   | Max. Points | Verification method   |
|--|-------------|---|
| <b>Relevant Experience:</b><br>The bidder must have completed 4 projects in the past 5 years starting from 2019 to date in supplying, servicing, installing, maintaining and repairs of air conditioners. <ul style="list-style-type: none"> <li>➤ 4 or more completed projects = <b>10 Points</b></li> <li>➤ 2 -3 completed projects = <b>5 Points</b></li> </ul>                                 | <b>10</b>   | Attach reference letters with traceable contact details.  |
| <b>Expertise 1:</b><br>Technician must have a minimum qualification of N3 in Mechanical Engineering plus certificate and years of relevant experience: <ul style="list-style-type: none"> <li>➤ Two Technicians with qualification &amp; 4 or more years of experience = <b>5 Points</b></li> <li>➤ One Technician with qualification &amp; 2-3 years of Experience = <b>2.5 Points</b></li> </ul> | <b>5</b>    | Attach Certified copies of required Qualification certificates, certified within 3 months back from tender closing date and CVs detailing nature and years of |

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|  |  |   |  |
|--|--|---|--|
|  |  |   | experience, per each personnel.                                      |
| <b>Expertise 2: (Compulsory to score 5 points)</b><br><b>Training:</b><br>It is compulsory for a bidder to have at least one employee trained on Pressure Equipment Regulation Training by SAQCC (Gas License) |  | 5 | Attach Certified copy of Certificate/letter confirming the training. |
| <b>Methodology: 1</b><br>(turnaround time)<br><b>Installation of all new air conditioners</b> after appointment and signing of Contract  | Clear methodology with concise work breakdown structure, time frames and for activities performed.<br><b>5 Points</b>      | 5 | Project methodology  |
|  | Clear methodology with concise work breakdown structure, timeframe of Two months, for the activities.<br><b>2.5 Points</b> |   |  |
| <b>Methodology: 2</b><br>(turnaround time)<br>Maintenance and Service of air-conditioners  | Within 2 days = <b>5 Points</b>  | 5 | Project methodology  |
|  | Within 4- 6 days= <b>2.5 Points</b>  |   |  |

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 50% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

**NB: Expertise 2 segment bidders must score 100%**

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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<br/>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>             |   | Or<br>Detailed CSD report verification on CSD portal by the Municipality)  |
| Companies that are less than 50% owned by South African citizen.<br><b>25% Points Allocation = 2.5 Points</b> |   | Or<br>Certified Copy RSA Identity document of the director(s)  |
| <b>Promotion of business: -</b><br>located within KZN province.   | <b>Max. Points<br/>10</b>                 | Preferred address on CSD report and Certified copy of utility bill for property rates and services/ valid lease agreement for the enterprise/director.<br>Or<br>Preferred address on CSD report and original letter for the enterprise or director from Induna / Chief/ original proof of residence signed by a ward Councillor. |

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|                         |    |  |
|-------------------------|----|--|
|                         |    | (verification on CSD portal by the Municipality) |
| TOTAL / MAXIMUM PROINTS | 20 |  |

**120 days Price Validity**

### Contact Details

**All Technical enquiries shall be directed to:**

Attention : Mr M. Jaca  
Telephone : (039) 259 5095  
Email Address : [mkhizez@umzimkhululm.gov.za](mailto:mkhizez@umzimkhululm.gov.za)

**All SCM compliance enquiries shall be directed to:**

Attention : Mr Z. Ngwane  
Telephone : 039 259 5220  
Email Address : [ngwanez@umzimkhululm.gov.za](mailto:ngwanez@umzimkhululm.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 pm of 15<sup>th</sup> of March 2024**. 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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C. A. NGQOYIYA  
MUNICIPAL MANAGER