

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 23/11/2023.  
KZN435/23/24/009/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, DELIVERY, INSTALL AND BRANDING OF MUNICIPAL ASSETS (12 months contract )	ULM-CORP 005/24	01/12//2023 @10h:00 am

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 R200 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 24<sup>th</sup> of November 2023; cut-off time for buying documents is the 1<sup>st</sup> of December 2023, 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 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 10 points or 50%**

Criteria		Max. Points	Verification method
<b>Relevant Experience:</b> The bidder must have completed 4 projects in the past 3 years in supplying, Delivery, install and Branding of Municipal Assets. ➤ 4 or more completed projects = <b>10 Points</b> ➤ 2 -3 completed projects = <b>5 Points</b>		<b>10</b>	attach appointment letters and reference letters with contact numbers
<b>Methodology:</b> (turnaround time) supply, Delivery, Install and branding of Municipal Assets	Clear methodology with concise work breakdown structure and timeframe	<b>10</b>	Project methodology
	Partially touched in all aspects (provide limited information)	<b>5</b>	
<b>TOTAL</b>		<b>20</b>	

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**NB: The bidders 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 non-responsive.**

The 80/20 scoring will apply.

80 Price  
20 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 (Maximum points 10)</b>			
Promotion of south African owned enterprises	10		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)

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Promotion of business located within KZN province	10	Preferred address on CSD report and copy of utility bill on property rates and services for the directors not older than 90 days or preferred address on CSD report and original letter for the director from Induna / Chief/ ward Councillor.  (Verification on CSD portal by the Municipality)
<b>TOTAL / MAXIMUM PROINTS</b>	<b>20</b>	

### 120 days Price Validity

#### Contact Details

All Technical enquiries shall be directed to:

Attention : Mr M. Jaca  
Telephone : (039) 259 5095  
Fax No : (039) 259 0427  
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  
Fax No. : 039 259 0427  
Email Address : [ngwanez@umzimkhululm.gov.za](mailto:ngwanez@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 pm of 14<sup>th</sup> of December 2023**. 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