

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto: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 18/05/2026  
KZN435/25/26/011/BTO

### INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

TENDER NAME	TENDER NUMBER	BRIEFING DATE
PROVISION OF AUCTION SERVICES (12 MOTHS CONTRACT)	ULM-BTO 004/26	29/05/2026 @ 11h:00

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 R250 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 21<sup>st</sup> of May 2026; cut-off time for buying documents is the 29<sup>th</sup> of May 2026, 15 minutes before the briefing time.

A non-compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building, 247 Mzimkhulu Mlonyana 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 rates and services certificate / 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.
- 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 document must be signed by the authorized person.

**80/20 Preference Point System will be used on the following project and uMzimkhulu Local Municipal SCM policy.**

**Second Phase of Evaluation**  
**Criteria for functionality**

**Minimum threshold (56.25% or 45 points)**

Key Aspect of Criterion	Basis for Points Allocation	Max. Points	Verification Method
<b>Financial Viability or Bank Rating</b>	Bank rating: <ul style="list-style-type: none"> <li>▪ A = 20 points</li> <li>▪ B = 15 points</li> <li>▪ C = 10 points</li> </ul>	<b>20</b>	Attach proof of bank rating.
<b>Company Experience</b>	Number of completed projects in provision of auction services in a municipal/government environment <ul style="list-style-type: none"> <li>▪ 5 or more completed projects = 20 points</li> <li>▪ 2 – 4 completed projects = 10 points</li> </ul>	<b>20</b>	Attach Appointment letters and Reference letters in auction services with traceable contact details.

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<p><b>Expertise</b></p> <p><b>Project Manager/Team Leader</b></p> <p>Registration with the South African Institute of Auctioneers (own experience in years).</p>	<p>A qualified Auctioneer registered with SAIA with:</p> <ul style="list-style-type: none"> <li>▪ 10 years' experience as a qualified auctioneer = <b>10 points</b></li> <li>▪ 2 - 9 years' experience as a qualified auctioneer = <b>5 points</b></li> </ul>	<p><b>10</b></p>	<p>Attach proof of registration with SAIA and CV detailing projects performed in provision of auction services.</p>
<p><b>Accreditation</b></p> <p><b>Professional Body – Company Registration</b></p>	<ul style="list-style-type: none"> <li>▪ South African Institute of Auctioneers (SAIA) = <b>10 points</b></li> </ul>	<p><b>10</b></p>	<p>Attached proof of registration with the Association (SAIA)</p>
<p><b>Methodology</b></p> <p>The methodology of a service provider must cover practical, and sound understanding of the municipality's needs and adequately respond to the municipality's needs.</p> <p><b>The service provider must demonstrate the following:</b></p>	<p>All aspects covered =20 Points</p> <p>All aspects covered with limited information = Points <b>10</b></p>	<p><b>20</b></p>	<p>Attach a detailed proposal for the project</p>

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<ul style="list-style-type: none"> <li>▪ Availability of resources to cover all auction proceedings</li> <li>▪ Procedure/methodology to be followed in auction</li> <li>▪ Assume responsibility and accountability of the municipal assets to be auctioned</li> <li>▪ Ensure fair, transparent and competent auction</li> </ul>			
<b>TOTAL POINTS</b>		<b>80</b>	

**NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 56.25% or 45 points of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.**

**NB: On accreditation it compulsory for bidders to score full points**

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

**Specific Goals**

	Number of points allocated (80/20 system)	Verification document(s)
The specific goals allocated points in terms of this tender		
Specific goals 2: RDP Goals Companies that are 100% owned by south African citizen. 100% Points allocation =20 points		CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen.		

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50% Points Allocation = 10 Points	Max. Points 20	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 less than 50% owned by South African citizen.  25% Points Allocation = 5 Points		
<b>TOTAL / MAXIMUM POINTS</b>	<b>20</b>	

### 180 days Price Validity

All Technical enquiries shall be directed to:

Attention : Mr S. Mbalekwa  
Telephone : (039) 259 5044  
Email Address : [mbalekwas@umzimkhulum.gov.za](mailto:mbalekwas@umzimkhulum.gov.za)

SCM Compliance enquiries shall be directed to:

Attention : Mr S. Ndawonde  
Telephone : (039) 259 5089  
Email Address : [ndawondes@umzimkhulum.gov.za](mailto:ndawondes@umzimkhulum.gov.za)

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### Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and tender 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, 05<sup>th</sup> of June 2026**. 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 NGQOYIYA  
MUNICIPAL MANAGER