

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhululm.gov.za](mailto:info@umzimkhululm.gov.za)  
Tel: (039) 259 5000/5300  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 16/05/2024.  
KZN435/23/24/009/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
SUPPLY, DELIVER AND INSTALLATION OF CREDIT CONTROL POLICY (36 Month Contract)	ULM-BTO 004/24	27/05/2024 @ 10:00 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 20<sup>th</sup> of May 2024; cut-off time for buying documents is the of 27<sup>th</sup> of May 2024, 15 minutes before the briefing time.

A 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, 8 & 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 and uMzimkhulu Local Municipal SCM policy.**

### Second Phase

#### **Evaluation criteria Functionality**

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

Criteria	Basis for points allocation	Max. Points	Verification Method
<b>Relevant Experience:</b> The company must supply 5 projects on credit control and debt collection systems, while managing the indigent and creditors verification processes.	No. of projects completed <b>5 and above =20 Points</b>	<b>Max. 20 Points</b>	Attach Referral letters for past experience with contact references for verification.
	No. of projects completed <b>2-4 = 10 Points</b>		
<b>Methodology:</b> Sets out the manner in which the bidder will carry out the work. clear timeframes for completion of the project, clear project budget aligned to the tasks and activities as per implementation requirements	Clear methodology with concise work breakdown structure, timeframe within 30 days clear project budget aligned to the tasks and activities. <b>= 10 Points</b>	<b>Max.10 Points</b>	Project methodology
	Partially touched in all aspects with time frame of more than 30 days		

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	= 5 Points		
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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.

The 80/20 Preference Point System 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. <b>100% Points allocation =20 points</b>	<b>Max. Points 20</b>	CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. <b>50% Points Allocation = 10 Points</b>		Or Detailed CSD report verification on CSD portal by the Municipality)
Companies that are less than 50% owned by South African citizen. <b>25% Points Allocation = 5 Points</b>		Or Certified Copy RSA Identity document of the director(s)

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**TOTAL**

**20 Points**

### 120 days Price Validity

All Technical enquiries shall be directed to:

Attention : Miss N. Mavuma  
Telephone : (039) 259 5050  
Email Address : [mavuman@umzimkhululm.gov.za](mailto:mavuman@umzimkhululm.gov.za)

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

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, 07<sup>th</sup> of June 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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DR C.A NGQOYIYA  
MUNICIPAL MANAGER