



# U姆zimkhulu Municipality

PROVINCE OF KWAZULU-NATAL

KZN435/22/23/001/MM/COMM

## INVITATION TO TENDER

u姆zimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
PROVISION OF AUDIO-VISUAL SERVICES (24 MONTHS)	ULM-MM/COMM 001/23	08 November 2022 at 14h30

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, u姆zimkhulu, 3297** upon the non-refundable payment of **R100.00 per document** or a bank guaranteed cheque made out to u姆zimkhulu Municipality during working hours between **09h30 and 16h00 from 02 November 2022; cut-off time for buying documents is 08 November 2022, 15 minutes before the briefing time.**

**Non-compulsory** briefing meeting is scheduled to take place at **u姆zimkhulu Municipality Makhosini Building Boardroom, 247 Mzimkhulu Mlonyana Street, u姆zimkhulu 3297.**

**Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted:** • Registered on Central Suppliers Database (CSD) attach proof of Registration • Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS/Commissioned SWORN Affidavit • MBD 4, 8 and 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 • 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 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 u姆zimkhulu Local Municipal SCM policy.

**Conditions of acceptance:** Quotations must be valid for **120 days.**

### Second Phase of Evaluation

#### Functionality

**Evaluation minimum threshold is 60% or 30 points**

Criteria	Maxi. Points	Verification Method
<b>Relevant experience:</b> 6 projects in Audio and Video Production completed in the past 5 years starting from July 2017 to date. <b>Points Allocation:</b> 6 Projects in Audio & Video production = 60 Points 4 -5 Projects = in Audio and Video Production: 30 Points	60	Attach reference letters with traceable contact details

**NB:** It is compulsory for a bidder to score not less than 50% Or 30 points in the segment above table.

**All Technical enquiries shall be directed to:** Attention: Mr W. Mgcina, on tel: (039) 259 5078, cell: 076 401 5728 (During office hours), fax: (039) 259 0427 or e-mail: [mgcinaw@umzimkhululm.gov.za](mailto:mgcinaw@umzimkhululm.gov.za)

**SCM Compliance enquiries shall be directed to:** Attention: Mr Z. Ngwane, on tel: (039) 259 5220, fax: (039) 259 0427 or e-mail: [ngwanez@umzimkhululm.gov.za](mailto:ngwanez@umzimkhululm.gov.za)

Tender documents in a sealed envelope **CLEARLY INDICATING THE TENDER NUMBER AND PROJECT NAME**, must be deposited in the tender box of **u姆zimkhulu Local Municipality, located at 169 Main Street, u姆zimkhulu, 3297 reception area, not later than 12h00, 18 November 2022.** 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 u姆zimkhulu Municipality Council does not bind itself to accept the lowest bidder. u姆zimkhulu Municipality Supply Chain Management policy will apply.*

**C.A. NGQOYIYA: MUNICIPAL MANAGER**