



TENDER ADVERT
SUPPLY, RENTAL & MAINTENANCE OF PRINTERS
FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY
TENDER 14/2026

The uMgungundlovu District Municipality seeks professional service providers for the supply, delivery, rental & maintenance of Printers for a period of three (3) years for the District Municipality.

Tender documents can be downloaded from the municipal website at www.umdm.gov.za / www.etenders.gov.za or an email request for a copy can be sent to tenderenquiry@umdm.gov.za. Any queries can be directed to Ms. K. Ngcobo via email tenderenquiry@umdm.gov.za. A **compulsory** briefing session is scheduled as follows:

DATE:	6 OCTOBER 2026
TIME: ATTENDANCE REGISTRATION	13H30 – 14H00
TIME: BRIEFING	14H00 TO 15H00 (Security will <i>DECLINE</i> entrance after 14H00)
VENUE:	COUNCIL CHAMBERS, uMGUNGUNDLOVU DISTRICT MUNICIPALITY, 242 LANGALIBALELE STREET, PIETERMARITZBURG.

✚ **Non-attendance** at the Briefing Session will render any submission invalid.

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

		POINTS
PRICE		80
SPECIFIC GOALS (20 Points)		
Race (Points are not cumulative)	Sub-points	10
- ≥ 50% Black Owned (HDP)	10	
- < 50% Black Owned (HDP)	5	
Locality (Points are not cumulative)	Sub-points	10
- Office based in uMgungundlovu District	10	
- Office based in KwaZulu-Natal (outside uMDM)	5	
- Office based outside of KwaZulu-Natal	1	
Total points for Price and Specific Goals		100

1. Bidders/Tenderers are required to submit a **minimum of Three (3) written references** from:
 - **Government Entities**, i.e., National and Provincial Government, District, Local & Metro Municipalities for the Supply of full rental and maintenance of Printers.
 - **Awarded within the past 5 years (09/2022 to 09/2026)** with a **minimum project value of R 500 000 per project/reference letter** to substantiate their ability to undertake the required services, **failure to do so will result in disqualification of the bid.**
2. Key Personnel documentation (Simplified Curriculum Vitae) must be provided accordingly to substantiate the full capability to engage on a full rental and maintenance contract for the District Municipality.

All eligibility criteria must be furnished accordingly, where mandatory or applicable. Tenderers will thereafter be evaluated in terms of functionality. Tenderers that qualified in terms of the functionality criteria will then be evaluated in terms of the 80/20 preference point system as prescribed in terms of the Preferential Procurement Regulations 2022.

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following criteria:

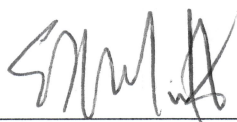
EVALUATION CRITERIA	WEIGHT
1. EXPERIENCE OF TENDERER	60
2. KEY PERSONNEL	40
TOTAL	100

1. A bidder/s that scores less than **60 points out of 100** in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.
2. It is compulsory to submit evidence to support **Evaluation Criteria 1 & 2**

Tender submissions must be properly bound, sealed in an envelope and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality (Main Building), 242 Langalibalele Street, Pietermaritzburg, before 12H00 on 28 OCTOBER 2026, clearly marked with the Tender Number and Tender Description. Late tenders or tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All service providers intending to submit a tender are required to be registered on the Central Supplier Database. Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.



DR. EX MUTHWA
MUNICIPAL MANAGER
UMGUNGUNDLOVU DISTRICT MUNICIPALITY