

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 06/03/2023.
KZN435/22/23/009/CORP

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

TENDER NAME	PROPOSAL NUMBER	BRIEFING DATE
PROVISION OF SECURITY SERVICES (24 MONTHS CONTRACT)	ULM-CORP 004/23	15/03/2022 @14h:30 pm

Tender documents will be available on the municipal website (www.umzimkhulum.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **07th of March 2023**; cut-off time for buying documents is the **15th of March 2023, 15 minutes before the briefing time.**

Compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Makhosini Building Boardroom, 247 Mzimkhulu Mlonyana Street, uMzimkhulu 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 & 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 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 and functionality will be considered. uMzimkhulu Local Municipal SCM policy will apply.

Second Phase

Evaluation Criteria

STAGE 1A: ADMINISTRATION COMPLIANCE

- Valid and certified copy of compliance certificate for Unemployment Insurance Fund (UIF)
- Valid and certified copy of compliance certificate for Compensation of Injury Diseases Act (COIDA)
- Valid and certified copy of company registration from PSIRA.
- Valid and certified copy of a Letter of Good Standing from PSIRA
- Valid and certified copy of company owner/s registration from PSIRA.

STAGE 1B: (PAPER BASED EVALUATION – 25 Points)

- A total point of 25 is allocated for a paper-based evaluation.
 - Service provider that does not meet a minimum threshold of **15 points** during the paper-based evaluation shall not be considered for the next stage of evaluation which is the site visit stage.
- Suppliers are requested to include with the tender document all the information

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requested below:

Heading	Requirement	Allocated Points	Verification Method
Relevant Experience in provision of security services	six projects for provision of security services	10 points	Attach traceable reference letters and appointment letters
	Four to five projects for provision of security services.	5 points	
Methodology: service provider must mention the following 1.Training plan 2.Operational Plan 3.Risk Management	Provide details of staffing in relation to: - Security related training and development plan Detailed Operational Plan Provide detailed risk assessment plan and contingency plan.	10 points	Excellent: detailed plans covering all aspects as per terms of reference.
	Provided partial (limited) information on <ul style="list-style-type: none"> Security related training and development plan Operational Plan Risk assessment plan and contingency plan	5 points	Good: partial plans covering some aspects as per terms of reference.
Relevant experience in CCTV installation and maintenance	three projects for installation and maintenance of CCTV.	5 points	Attach reference letter on similar project.

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Bidders that do not meet the minimum threshold of **15 points 15/25** will be eliminated and will not be considered for the next stage of Functionality evaluation which is site visit.

NB: It is compulsory for a bidder to score not less than 50% on experience in provision of security services and methodology segments on the above table. Even if the bidder has scored 60 % /15 points of the minimum threshold of functionality but do not score 50% on the stated segments above, the bidder will be non-responsive.

On relevant experience in CCTV installation and maintenance service providers must score full points

STAGE 1C: (SITE VISIT EVALUATION)

Service provider to meet all requirements on site visit.

SITE VISIT EVALUATION

	REQUIREMENTS	VERIFICATION
1	Availability of staff (grade C and B)	CV and personal
2	Control room functionality	An operating control room
3	Are there Communication mechanism in place and are they operational (radios and base station)	Hand carried Radio, base station
4	Do you have required licensed firearms?	Firearm and license of firearm/lease agreement
5	Firearms booking	Register book
6	Full set of guard uniform 1. Shirt 2. skirt 3. Trouser 4. Shoes/boots 5. Jackets 6. Pullover	A set of uniform or a guard fully dressed

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7	Documentation required. 1. Occurrence Book 2. Access control registers or forms 3. Notebook /pocketbook	Evidence of documentation
8	Availability of fleet	Patrol Vehicle: - If owned by company require a logbook. If hired a car rental agreement or A letter of intend to rent a car.
9	Availability of guarding equipment 1. Baton stick 2. Handcuffs and Pouches 3. Pen 4. Torch 5. Pepper Spray 6. Metal detector 7. Umbrella	A set of equipment or guard fully equipped with the mentioned equipment

SPECIFIC GOALS

PREFERENCE	Number of points allocated (80/20 system)	Verification document(s)
Specific goals 2: RDP Goals (Maximum points 20)		
Promotion of south African owned enterprises	10	1. CIPC registration Certificate (Companies and Intellectual Property Commission) AND 2. RSA Identity document of the director(s)

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<p>Promotion of enterprises located within:</p> <p>Business Falls under the SMME Category (Max Points = 10)</p> <p>JV companies outside KZN will be allocated 50% of the points within the favorable category.</p> <p>*KwaZulu Natal Province</p> <p>.....</p>	<p>10</p>	<p>Preferred address on CSD and Copy of a utility bill for property rates and services</p> <p>OR</p> <p>Preferred Address on CSD Report & Original letter from the Chief or Local leader (Induna)</p> <p>OR</p> <p>Preferred Address on CSD Report & Original proof of residence signed by a Ward Councilor</p>
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120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr G. Mngqundaniso
Telephone : (039) 259 5007
Fax No : (039) 259 0427
Email Address : mngqundanisog@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427

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Email Address : basio@umzimkhululm.gov.za

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, 14th of April 2022** Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted on 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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MR C. A. NGQOYIYA
MUNICIPAL MANAGER