

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 09/11/2023.
KZN435/23/24/014/PNLG

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
ADHOC PANEL FOR TOWN & REGIONAL CONSULTANTS (24 MONTH CONTRACT)	ULM-PNLG 009/24	21/11/2023 @11h:30 am

Tender documents will be available on the municipal website (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 13th of November 2023; cut-off time for buying documents is the 21st of November 2023, 15 minutes before the briefing time.

A compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building, 247 Main 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, 6.1 & 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.

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- 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 uMzimkhulu Local Municipal SCM policy.

Second Phase of Evaluation:

Evaluation Criteria Functionality

Evaluation Minimum threshold 60 points or 55%

DESCRIPTION	TOTAL POINTS	VERIFICATION METHOD
EXPERTISE	80	
Expertise Project leader must have: Bachelor's Degree in Town / Urban / City and Regional Planning with years of experience in Town and Regional Planning Bachelor's Degree with 5 years' experience = 20 Bachelor's degree with 3 to 4 years experience = 10	20	Attach CV Detailing work experience and certified copies of qualifications not older than 3 months.
Team: Curriculum Vitae's and certificates of the following Professionals with years of experience in the relevant field	60	Attach CV Detailing work experience and certified copies of qualifications and

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Categories are as follows: -

- a) Environmental Planner/Management
 - N. Diploma in Environmental Management with 5 years' experience in EIA =10 Points
 - N. Diploma in Environmental Management with 3-to 4 years' experience in EIA =5 Points
- b) Land Surveying
 - N. Diploma in Land Surveying / Geomatics with 5 years' experience in Land surveying =10 Points
 - N. Diploma in Land Surveying/ Geomatics with 3-to 4 years' experience in Land Surveying =5 Points
- c) Conveyancer
 - Degree in Law and admitted as a Conveyancer, Specializing in Conveyancing practice with 5 years' experience in Conveyancing practice =10 Points
 - Degree in Law and admitted as a Conveyancer, Specializing in Conveyancing practice with 3-4 years' experience in Conveyancing practice =5 Points
- d) Architecture
 - N. Diploma in Architectural Technology with 5 years' experience in Architectural field =10 Points
 - N. Diploma in Architectural Technology with 3-to 4 years' experience in Architectural field =5 Points
- e) Geographic Information System or relevant
 - N. Diploma in GIS Technology with 5 years' experience in GIS field =10 Points
 - N. Diploma in GIS Technology with 3-to 4 years' experience in GIS field =5 Points

admission certificate
(Conveyancing)

NB: Certified copies
must not be older than
3 months.

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<p>(f) Social Facilitator</p> <ul style="list-style-type: none"> • N. Diploma in Social Science with 5 years' experience in social facilitation field =10 Points • N. Diploma in Social Science with 3-to 4 years' experience in social facilitation field =5 Points 		
<p>Experience:</p> <p>Projects completed/ undertaken in the past 5 financial years on SPLUMA projects (Layout Design/ Township Establishment/ Rezoning/ Subdivision/Subdivision & Consolidation/ Rezoning & Consolidation/Rezoning & Subdivision/ SDF review/Land Scheme Review)</p> <p>10 Projects = 20 points 5-9 Projects = 10 Points</p>	20	Attach reference letters signed and stamped by the institution
<p>Accreditation for a Project Leader: Professional Registration as a Professional Planner with the South African Council for Planners</p> <p>Professional Planner: 10 points</p>	10	Attach Registration certificate
TOTAL	110	

The points associated with a comprehensive proposal will be awarded as reflected in the above table. The bidders must score at least 50% in each of the above segment even if the bidder has scored 50% threshold but fail to score 55% on one or more of the segments above the bidder will be non-responsive.

-NB: On accreditation Segment the bidder must score full points (100%)

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The 80/20 scoring 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)
Specific Goals 2: RDP Goals		
Promotion of South African owned enterprises	20	CIPC registration Certificate (Companies and Intellectual Property Commission) Or Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s)
TOTAL / MAXIMUM POINTS	20	

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120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr M. Gebeshe
Telephone : (039) 259 5039
Fax No : (039) 259 0427
Email Address : gebashem@umzimkhululm.gov.za

All SCM compliance enquiries shall be directed to:

Attention : Mr Z. Ngwane
Telephone : 039 259 5220
Fax No. : 039 259 0427
Email Address : ngwanez@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 pm of 14th of December 2023**. 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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C. A. NGQOYIYA
MUNICIPAL MANAGER

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