



INVITATION TO TENDER

ADVERTISEMENT

TENDER 8/2/1/UMH1520-24/25: PROVISION OF STORAGE FACILITY AND THE MANAGEMENT OF DOCUMENTS AND RECORDS/MEDIA OF THE uMHLATHUZE MUNICIPALITY FOR THE PERIOD OF THIRTY SIX (36) MONTHS

Tenderers are hereby invited from suitably qualified suppliers for the following:

Bid Number	Bid Descriptions	No-Refundable Tender Fee	Preferential point system	Opening Date for Bid Document Collection	Compulsory Briefing Session Date, Time and Venue	Bid Closing Date and time
8/2/1/UMH1520-24/25	PROVISION OF STORAGE FACILITY AND THE MANAGEMENT OF DOCUMENTS AND RECORDS/MEDIA OF THE uMHLATHUZE MUNICIPALITY FOR THE PERIOD OF THIRTY SIX (36) MONTHS	R601.00 including VAT	Price=80 Equity=20	02 December 2024 at 12H00	10 December 2024 at 10H00 at the Corporate Services BoardRoom at the first floor, Civic Centre (Office No. C137)	28 January 2025 at 12H00

Note: Mandatory requirements for tenders:

- **Prequalification criteria** - Only prospective tenderers whose storage facilities complying with KwaZulu–Natal Archives and Records Act 5 of 2000 located in the uMhlathuze Municipality jurisdiction or who are intending on opening up compliant storage warehouse in the uMhlathuze Municipality jurisdiction are eligible to submit a Tender.
- **Regulation 44 of the Supply Chain Management Regulations** states that the Municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the municipality or municipal entity.
- All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement including City of uMhlathuze's policies.
- uMhlathuze Municipality does not bind itself to accept the lowest or any tender, and reserves the right to accept any tender in whole or in part.
- Site visit and clarification meeting, bidders must arrive on or before time stated in the tender advert for the meeting, late comers will not be allowed into the meeting and their bid documents will not be considered for evaluation.

Submission of bids

- Sealed bids, **clearly endorsed: "TENDER NO: 8/2/1/UMH1520-24/25"** must be placed in the Bid box at the Stores and Procurement, Alton, Richards bay **before 12:00 noon on 28 January 2025.**
- The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited, this is required for the purposes of returning tenders in cases where it may be require.
- Only tender documents purchased from the municipality will be considered for evaluation.
- Intention to Award and Cancellation notices will be published on the municipal website.

Tender Documents will be available from the Civic Centre, 5 Mark Strasse, Richards Bay, telephone (035) 907 5996/98/99/5116 from 02 December 2024 at 12:00, up to the day before the site meeting. Please note that in order to obtain a Tender Document payment of the non-refundable deposit can be made at: Rates Hall-Civic, Richards Bay or payment may also be made directly into Council's bank account: FNB Richards Bay Account number 63039446843.

Reference: "Tender No 8/2/1/UMH1520-24/25 Name of Company:"

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as payment method and EFT will be made in favour of uMhlathuze Municipality. It should be noted that the Rates Hall closes at 15:00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to

ShabalalaNT@umhlathuze.gov.za, Lungi.Mbatha@umhlathuze.gov.za,
Faith.Mkhwanazi@umhlathuze.gov.za and wilkew@umhlathuze.gov.za

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means that are not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be directed to Mr. LM Mngadi at email address MngadiLM@umhlathuze.gov.za and Mr. MS Cassim at email address CassimMS@umhlathuze.gov.za.

It is the requirement of this tender that the successful bidder must implement a successful Corporate Social Investment (CSI).

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.

**Civic Offices
Private Bag X1004
RICHARDS BAY
3900
MN/50/2024**

**MR. P N MHLONGO
ACTING CITY MANAGER**