

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 19/06/2025  
KZN435/24/25/018/CORP

### 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
PROVISION OF SECURITY SERVICES (24 MONTHS CONTRACT)	ULM-CORP 003/25	26/06//2025 @10h:00 am

Tender documents will be available on the municipal website ([www.umzimkhulum.gov.za](http://www.umzimkhulum.gov.za)) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R600 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 24<sup>th</sup> of June 2025; cut-off time for buying documents is the 26<sup>th</sup> of June 2025, 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 4,5, 8, 6.1 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company and for 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 on the document. Tender documents must be signed by the authorized person.

**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

#### Criteria for functionality

#### 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 points 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 requested below:

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Minimum threshold (60% or 15 points)

Key aspect of criterion	Basis for points allocation	Max. Points	Verification Method
Relevant Experience in provision of security services	<p>six projects for provision of security services =10 Points</p> <p>Four to five projects for provision of security services=5 Points</p>	10	Attach traceable reference letters and appointment letters
<p>Methodology: service provider must mention the following</p> <ol style="list-style-type: none"> <li>1. Training plan</li> <li>2. Operational Plan</li> <li>3. Risk Management</li> </ol>	<p><b>All aspects covered details of staffing in relation to: -</b></p> <ul style="list-style-type: none"> <li>• Security related training and development plan</li> <li>• Detailed Operational Plan</li> <li>• Provide detailed risk assessment plan and contingency plan=10 Points</li> </ul> <p><b>Provided partial (limited) information on:-</b></p> <ul style="list-style-type: none"> <li>• Security related training and development plan</li> <li>• Operational Plan</li> <li>• Risk assessment plan and contingency plan =5 Points</li> </ul>	10	Detailed plans covering all aspects as per terms of reference.
Relevant Experience in CCTV Installation and Maintenance	three projects for installation and maintenance of CCTV =5 Points	5	Attach reference letter on similar project
<b>Total Points</b>		<b>25</b>	

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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

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6	<p>Full set of guard uniform</p> <ul style="list-style-type: none"> <li>• Shirt</li> <li>• skirt</li> <li>• Trouser</li> <li>• Shoes/boots</li> <li>• Jackets</li> <li>• Pullover</li> </ul>	A set of uniform or a guard fully dressed
7	<p>Documentation required.</p> <ul style="list-style-type: none"> <li>• Occurrence Book</li> <li>• Access control registers or forms</li> <li>• Notebook /pocketbook</li> </ul>	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	<p>Availability of guarding equipment</p> <ul style="list-style-type: none"> <li>• Baton stick</li> <li>• Handcuffs and Pouches</li> <li>• Pen</li> <li>• Torch</li> <li>• Pepper Spray</li> <li>• Metal detector</li> <li>• Umbrella</li> </ul>	A set of equipment or guard fully equipped with the mentioned equipment

The 80/20 scoring will apply.

80 Price  
20 Specific goals

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### Specific goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification document(s)
<b>Specific goals 2: RDP Goals</b>		
Companies that are 100% owned by south African citizen. <b>100% Points allocation =10 points</b>	<b>Max Points 10</b>	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) (verification on CSD portal by the Municipality)
Companies that are 50% owned by South African citizen. <b>50% Points Allocation = 5 Points</b>		
Companies that are less than 50% owned by South African citizen. <b>25% Points Allocation = 2.5 Points</b>		
<b>Promotion of business:</b> - located within KZN province.	<b>10 Points</b>	Preferred address on CSD report and certified copy of utility bill on property rates and services for the Enterprise or Company. Or Preferred address on CSD report and original letter for the Enterprise or Company from Induna / Chief/ ward Councillor.  (verification on CSD portal by the Municipality)
<b>TOTAL / MAXIMUM POINTS</b>	<b>20</b>	

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**180 days Price Validity**

### Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. M. Jaca  
Telephone : (039) 259 5053  
Email Address : [jacam@umzimkhulum.gov.za](mailto:jacam@umzimkhulum.gov.za)

All SCM compliance enquiries shall be directed to:

Attention : Mr. S. Ndawonde  
Telephone : 039 259 5089  
Email Address : [ndawondes@umzimkhulum.gov.za](mailto:ndawondes@umzimkhulum.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 25<sup>th</sup> of July 2025** 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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DR C. A. NGQOYIYA  
MUNICIPAL MANAGER