

169 Main Street  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 19/07/2023.  
KZN435/23/24/001/CSS

### INVITATION TO QUOTE UMZIMKHULU LOCAL MUNICIPALITY

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

QUOTE NAME	QUOTATION NUMBER	BRIEFING DATE
SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL	ULM-CSS 001/24	24/07/2023 @10h:00 am

Quotation 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 R50 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 21<sup>st</sup> of July 2023; cut-off time for buying documents is the 24<sup>th</sup> of July 2023, 15 minutes before the briefing time.

Non-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; 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 & 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.

- 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**

- **Service providers must meet the specification (quote according to the specification)**

### **120 days Price Validity**

### **Contact Details**

**All other enquiries shall be directed to:**

**Attention** : Ms B. Maqhekeza/Ms Z. Mginqinizane  
**Telephone** : (039) 259 5072  
**Fax No** : (039) 259 0427  
**Email Address** : [mgingqizanez@umzimkhululm.gov.za/](mailto:mgingqizanez@umzimkhululm.gov.za)  
[maqhekezab@umzimkhululm.gov.za](mailto:maqhekezab@umzimkhululm.gov.za)

**SCM Compliance enquiries shall be directed to:**

**Attention** : Miss O. Basi  
**Telephone** : (039) 259 5034  
**Fax No.** : (039) 259 0427  
**Email Address** : [basio@umzimkhululm.gov.za](mailto:basio@umzimkhululm.gov.za)

### **Closing date**

Quotation documents in a sealed envelope clearly indicating the **quote number and quote 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, 28<sup>th</sup> of July 2023**. Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Quotes 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**