

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 20/07/2023.  
KZN435/23/24/001/INFR

### 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	CIDB grading	BRIEFING DATE
IMPLEMENTING AGENT FOR LANDSCAPING AND GREENING IN THE CBD (12 Month Contract)	ULM-INFR 001/24	3 SH or higher	01/08/2023 @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 R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 25<sup>th</sup> of July 2023; cut-off time for buying documents is the 01<sup>st</sup> of August 2023, 15 minutes before the briefing time.

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.
- Attach valid lease agreement if the company is leasing the office space.

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- 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 minimum threshold is 50% or 40 points.**

Key Aspect of Criteria	Basis for points allocation	Max. Points	Verification Method
Experience of the Bidder (Company)	Number of completed project in Land Scaping or Hard Land Scaping completed within the past 10 years (1 June 2013 to date)  5 or more Projects : 20 points  3 -4 Projects : 10	20	Appointment letter and Completion Certificate.
Qualification and Experience of the Land Scaper	Land Scaper must have a minimum qualification of a National Diploma in Horticulture or Land Scaping and years of experience in Horticulture or Land Scaping:  Diploma and 5 or more years of experience : 20 Points Diploma and 2-4 years of experience : 10 Points	20	CVs detailing nature and years of experience for Land Scaper/horticulture and Certified copies of required qualification certificates, certified within 3 months back from tender closing

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			date and.
			CVs detailing nature and years of experience, for the Forman
Qualification and Experience of the Forman	Forman must have a relevant experience in Landscaping or Hard Land Scaping or Horticulture  5 or more years of experience: 20 points  2-4 years of Experience : 10 points	20	
Methodology (Construction Process plan)	Methodology shall be presented in a form of a detailed Process Plan or other format indicating process plan format; Timelines, Plant and Labour demand. Quality management, Health safety process plan indicating how work will be carried out within the constraints of a live site.  Process Plan, Schedule of activities as per the company experience, Project administration, labour demands, Quality management, Health safety and process plan for working on a live sites : 20 Process Plan, labour demands, schedule of activities, or process plan for working on a live site: 10	20	2-3 Pages method statement

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 50 % of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

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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)
<b>Specific Goals 1: Ownership</b>		
Business owned by 51% women	4	Certified ID copy of director/ Owner Or Detailed CSD report verification on CSD portal by the Municipality)
<b>Specific goals 2: RDP Goals</b>		
Promotion of south African owned enterprises	10	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)
<b>Business Falls under the SMME Category</b>		

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Promotion of enterprise located within KZN	6	Preferred address on CSD report and copy of utility bill on property rates and services for the director or preferred address on CSD report and original letter for the director from Induna / Chief/ ward Councillor.  verification on CSD portal by the Municipality)
TOTAL / MAXIMUM PROINTS	20	

### 90 days Price Validity

#### Contact Details

All Technical enquiries shall be directed to:

Attention : Mrs N. Mzozo  
Telephone : (039) 259 5063  
Fax No : (039) 259 0427  
Email Address : [mzozon@umzimkhululm.gov.za](mailto:mzozon@umzimkhululm.gov.za)

All 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)



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### 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 11<sup>th</sup> of August 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. NGQOYI  
MUNICIPAL MANAGER