

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhululm.gov.za](mailto:info@umzimkhululm.gov.za)  
Tel: (039) 259 5000/5300  
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## OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 12/01/2026  
KZN435/25/26/005/BTO

### RE-INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

TENDER NAME	TENDER NUMBER	BRIEFING DATE
SUPPLY AND DELIVER OF STATIONERY (12 MONTHS CONTRACT)	ULM-BTO 002/26	20/01/2026 @ 10h:00

Tender documents will be available on the municipal website ([www.umzimkhululm.gov.za](http://www.umzimkhululm.gov.za)) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R250 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 15<sup>th</sup> of January 2026; cut-off time for buying documents is the 20<sup>th</sup> of January 2026, 15 minutes before the briefing time.

A compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building, 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 4,6,1,8 & 9
- Municipal rates and services certificate / 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 document 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**

- Service providers must quote as per specification (tenderers quotation must be on its company's letter head with a detailed specification as required on the scope of work)

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 <b>100%</b> 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 <b>50%</b> owned by South African citizen. <b>50% Points Allocation = 5 Points</b>		
Companies that are less than <b>50%</b> 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

All Technical enquiries shall be directed to:

Attention : Ms. N. Mphekeleni  
Telephone : (039) 259 5010  
Email Address : [mphekelenin@umzimkhululm.gov.za](mailto:mphekelenin@umzimkhululm.gov.za)

SCM Compliance enquiries shall be directed to:

Attention : Mr. S. Ndawonde  
Telephone : (039) 259 5089  
Email Address : [ndawondes@umzimkhululm.gov.za](mailto:ndawondes@umzimkhululm.gov.za)

### Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and tender 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, 30<sup>th</sup> of January 2026**. 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**