



TENDER ADVERT
uMGUNGUNDLOVU DISTRICT MUNICIPALITY
INVITATION FOR SERVICE PROVIDERS TO PROVIDE MULTIFUNCTIONAL PRINTERS AND PRINTING EQUIPMENT
FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY

TENDER NO. 03/2025

The uMgungundlovu District Municipality seeks professional service providers for the provision of multifunctional printers and printing equipment on a 36-month rental and managed print service agreement for the uMgungundlovu District Municipality (uMDM). Machines will remain the property of Service Provider except for those purchased outright. The machines must be new, and no refurbished machines will be accepted. Replacement of machines or backups will be provided by the service provider should the need arise.

Tender documents can be downloaded from the municipal website at www.umdmd.gov.za/www.etenders.gov.za or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Ms. N. Hlophe via email scm@umdmd.gov.za.

A Compulsory Briefing Session will be held on **23 JUNE 2025 at 10H00**, at the uMgungundlovu District Municipality, Council Chambers, 242 Langalibalele Street, Pietermaritzburg. Non-attendance at the Compulsory Briefing Session will render any submission invalid. **Please note that latecomers will not be permitted to join the briefing session.**

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before **12H00 on 16 JULY 2025**, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

Tenderers are required to submit at least a minimum of three (3) reference letters, where similar experience were applied for implementation and services were rendered, in order to substantiate the ability to undertake the required services.

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following criteria:

Evaluation Criteria	Weight
Experience of Tenderer	60
Key Personnel	40
Total	100

- A bidder/s that scores less than 60 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.
- It is compulsory to submit evidence to support Evaluation Criteria 1 & 2

The 80/20 preference point system in terms of the municipality's SCM Policy will be applicable as follows:

		POINTS
PRICE		80
SPECIFIC GOALS (20 Points)		
Race (Points are not cumulative)	Sub-points	10
- $\geq 50\%$ Black Owned (HDP)	10	
- $< 50\%$ Black Owned (HDP)	5	
Locality (Points are not cumulative)	Sub-points	10
- Office based in uMgungundlovu District	10	
- Office based in KwaZulu-Natal (outside uMDM)	5	
- Office based outside of KwaZulu-Natal	3	
Total points for Price and Specific Goals		100

All service providers intending to submit a tender are required to be registered on the Central Supplier Database. Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- uMgungundlovu District Municipality reserves the right to **appoint more than 1 service provider** to fulfil the scope of works accordingly.
- Tenders submitted are to be valid for a period of **90 days** from the closing date for submissions of tenders.



Dr. EX Muthwa
Municipal Manager
uMgungundlovu District Municipality