

169 Main Street
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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 16/03/2023.

KZN435/22/23/002/MM/COMM

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
DESIGN, PRINT AND DELIVER NEWSLETTER	ULM-MM/COMM 003/23	29/03/2023 @14h30 am

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 22nd of March 2023; cut-off time for buying documents is the 29th of March 2023, 15 minutes before the briefing time.

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 is 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:

Functionality

Evaluation minimum threshold is 50% or 20 points.

Criteria	Maximum points	Verification Method
Relevant Experience: 6 projects in design, print and supply of Multi-lingual newsletter completed in the past 5 years starting from 2018 to date. Points Allocation: 6 Projects in design, print and supply of newsletter = 20 Points 4 -5 Projects = in design, print and supply of newsletter: 10 Points	20	Attach reference letters with traceable contact details.
Expertise: Years of experience in graphic designing and Diploma in Graphic designing 5 years' experience with qualification =20 points 3-4 years' experience with qualification = 10 points	20	CV Detailing work experience and qualification

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 20 points of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

SPECIFIC GOALS

Specific Goals (Maximum points 10)	Number of points allocated (80/20 system)	Verification documents
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Promotion of south African owned enterprises	10	1. CIPC registration Certificate (Companies and Intellectual Property Commission) AND Detailed CSD report AND 2. Certified Copy RSA Identity document of the director(s)
Business Falls under the SMME Category (Max Points = 10)		
Promotion of enterprises located within: • Harry Gwala District Municipality..... • KwaZulu Natal Province..... • Outside KwaZulu-Natal.....	10 6 4	Preferred Address on CSD Report and copy of a utility bill for property rates and services. OR Preferred Address on CSD Report and Original signed letter from the Chief or Local leader (Induna) OR Preferred Address on CSD Report and Original proof of residence signed by a Ward Councillor
TOTAL / MAXIMUM PROINTS	20	

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr W. Mgcina
Telephone : (039) 259 5078
Cell No. : 076 401 5728 (During office hours from 08:00 am to 16:30 pm)
Fax No : (039) 259 0427
Email Address : mgcinaw@umzimbhululm.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

Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and project 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, 21st of April 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. NGQOYIYA
MUNICIPAL MANAGER