

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 10/10/2024.
KZN435/24/25/003/BTO

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
ADVERTISING AGENT SERVICES (12 Month Contract)	ULM-BTO 001/25	17/10/2024 @ 10h:00 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 R250 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 15th of October 2024; cut-off time for buying documents is the 17th of October 2024, 15 minutes before the briefing time.

A non-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, 8, 6.1 & 9 -
- Municipal rates and services certificate / statement / 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.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.

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- 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)
- In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)

80/20 Preference Point System will be used on the following project and uMzimkhulu Local Municipal SCM policy.

Second Phase of Evaluation

Evaluation criteria

Functionality

Minimum threshold 50 Points or 63%

Criteria	Maximum Points	Verification Method
Company relevant experience as an advertising Agent 10 projects = 40 Points 5 - 9 projects = 20 Points No points allocation for projects less than 5	40 Points	Attach reference letters of similar service from previous sectors / Institution
Expertise (compulsory) Team member ND: Marketing / Communication or equivalent qualification with a minimum of 2 years' experience. Team Leader ND: Marketing / Communication or equivalent qualification with a minimum of 3 years' experience	20 Points	Attach certified copies of qualifications and CV

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Points allocation - Both personnel qualifications and required experience = 20 Points		
Methodology Turnaround time (publication within 24 hours) = 20 Points -Turnaround time (publication within 36 hours) =10 Points - beyond 36 hours =0	20 Points	Attach methodology

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 63% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

Expertise: it is compulsory for service providers to score full points

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)
Specific goals 2: RDP Goals		
Companies that are 100% owned by south African citizen. 100% Points allocation =20 points	Max. Points 20	CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 10 Points		Or
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 5 Points		Detailed CSD report verification on CSD portal by the Municipality) Or

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		Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM POINTS	20	

180 days Price Validity

All Technical enquiries shall be directed to:

Attention : Mr S. Mbalekwa
Telephone : (039) 259 5044
Email Address : mbalekwas@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Mr S. Ndawonde
Telephone : (039) 259 5089
Email Address : 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, 01st of November 2024**. 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