

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 08/06/2023.
KZN435/22/23/016/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
PANEL OF CATERERS (12 Months Contract)	ULM-BTO 008/23	20/06/2023 @ 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 R50 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 13th of June 2023; cut-off time for buying documents is the 20th of June 2023, 15 minutes before the briefing time.

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 & 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.
Copy of a marriage certificate if Municipal account in under your spouse.

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- 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 considered at a later stage during the request for service (s) as and when required:

Functionality will be considered and uMzimkhulu Local Municipal SCM policy will apply.

Second Phase of Evaluation

Mandatory Requirements

NB// Failure to submit the below-mentioned mandatory requirements will lead to your bid being disqualified immediately.

Requirements category 1 (VIP menu, Traditional menu, Tea menu, Takeaway menu) compulsory to have experience	Required information / documents
5 catering services rendered	Appointment letter / purchase orders / reference letters (on client's letterhead) of past or current clients of the catering service

Requirements category 2 (Fruit packs & Food packs) compulsory to have experience	Required information / documents
2 catering services rendered	Appointment letter / purchase orders / reference letters (on client's letterhead) of past or current clients of the catering service

Condition

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The panel will have 2 categories and evaluation will be on different categories. If service providers meet the minimum threshold on category 1 & 2 they will be listed on both panels. If your company only met the minimum threshold for category 2 your company will be only listed on the panel for category 2

Category 1

- VIP menu
- Traditional menu,
- Tea menu,
- Takeaway menu)

Category 2

- Fruit packs & Food packs

Specific Goals

The specific goals allocated points in terms of this tender	80/20	Documents required for verification
GOAL 1 - Ownership- Maximum Points= 10		
Business which are owned by disabled person/s	6	-Doctor's certificate / Doctor's note
Business which are 51% owned by Black women	2	-Director's ID Copy / CSD
Business which are 51% owned by youth (18-35)	2	-ID copy of director / CSD
Promotion of enterprises located within: Maximum Points = 10		

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*uMzimkhulu Municipal area.....	10	Preferred address on CSD report and copy of utility bill on property rates and services for the directors / Company not older than 90 days. or Preferred address on CSD report and original letter for the director from Induna / Chief/ ward Councillor (Verification on CSD portal by the Municipality)

120 days Price Validity

All Technical enquiries shall be directed to:

Attention : Miss L Mngonyama
Telephone : (039) 259 5055
Fax No : (039) 259 0427
Email Address : mngonyamal@umzimkhululm.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 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, 30th of June 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.

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**The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder.
uMzimkhulu Municipality Supply Chain Management policy will apply.**


.....
C.A NGQOYIYA
MUNICIPAL MANAGER