

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
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Website: www.maphumuloonline.gov.za

**INVITATION FOR BIDS: COMPILATION OF THE INDIGENT REGISTER
BID NO: KZN294/BTO/IR4400/2021**

The Maphumulo Local Municipality invites proposals from qualified and experienced service provider who will conduct the indigent register for the municipality. The projects therefore, aims at providing options for the municipality to determine the households who qualify for free basic services. The full specification will be made available on the tender document.

Bidders must submit their proposals on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo on Tuesday 31 August 2021 until Thursday 02 September 2021**. A non-refundable document fee of R500.00 is payable and payment must be deposited on **ABSA Bank**, account number: **4056102866**. **Produce proof of payment when collecting the document.**

Completed tender documents must be in a sealed envelope clearly marked **"INDIGENT REGISTER"** and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00 on Tuesday 7 September 2021**. Documents will be opened in public. **Late Telegraphic, faxed, Emailed or posted tenders will not be accepted.** Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance **PIN** for further verification.
- **Certified ID(s) copies** of company director(s) **(Not older than 3 months)**
- **Certified** Copy of company registration **(Not older than 3 months)**
- **Proof of payment** for tender document
- Company municipal rates, electricity or water account **(Not older than 3 Months)**, proof of Residential lease or rental or sworn affidavit accompanied by proof of residence if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database (CSD).

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53

Stage 1: Assessment of Functionality. Only service providers who achieve a minimum passing score of 70% of the total available points will qualify for stage two of the Evaluation process.

The points for stage two will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record or Company Experience	20
Approach and methodology	30
Stakeholders Engagement Strategy	30
Professional team and Experience	20
Total	(100)

Stage2:

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

All Technical enquiries relating to this tender must be directed to **Mr. S Biyela on 032 481 4500 or email to siphamandla.biyela@maphumulo.gov.za** and **SCM enquires directed to Ms KP Mzobe on 032 481 4500** during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.

Mr. PN MHLONGO
MUNICIPAL MANAGER

