



UMVOTI MUNICIPALITY

UMKHANDLU WASE UMVOTI GREYTOWN

2024 -04- 1 5

TENDER NOTICE ADVERTISEMENT

UMVOTI MUNICIPALITY

Bids are hereby invited in terms of the Municipal Systems Act, act 32 of 2000 as amended, and in terms of Sections 110, 111 & 112 of the Municipal Finance Management Act, act 56 of 2003 from suitably qualified and experienced contractors for undertaking the below mentioned projects under **Umvoti Municipal Area**.

Project Name	Contract No.:	Briefing Date	Tender Closing Date
Leasing of photocopier machine for the period of 36 months	T2024/04/11/LPM	26 April 2024	17 May 2024

Bids are to be completed in accordance with the conditions attached to the documents.

Bidders must take note of the following: -

- Valid original SARS tax clearance certificate or attach the SARS letter with the PIN.
- Umvoti Municipality Supply Chain Management Policy will apply.
- Failure to complete all bid forms, data sheets and submit all supplementary information will lead to the bid being considered non-responsive.
- All Bids are valid for 120 days after bid closing date.
- Municipal account, lease agreement for urban resident for both director and the company not older than 3 months.
- Proof of residence for rural residents only for both the director and company not older than 3 months.
- CK document /proof of company registration, must be printed within 3 months.
- Certified ID copies of members/directors not older than 3 months.
- Authority of signatory.
- Proof of CSD registration.
- Record of addenda to tender document.
- In the case of a joint venture/ consortium every member must submit a separate tax clearance certificate/ tax compliance/ pin, other supporting documents and failure to submit will disqualify the bid.
- Umvoti Municipality subscribes to the Preferential Procurement Policy Framework Act, 2000 (Act no.5 of 2000) and therefore gives preference to tenders from emerging contractors or tenders in joint venture with emerging partners.
- The Umvoti Local Municipality subscribes to the Preferential Procurement Policy Framework Act No. 5 of 2000 and Preferential Procurement Regulations 2022.
- Minimum qualifying score is **70%**; bidders that score less than 70 out of 100 points for the functionality criteria will be regarded as per Umvoti Municipality Supply Chain Management Policy. Bids may only be submitted on the bid documentation that is issued.
- Failure to comply with the above will lead to disqualification.
- The municipality reserves the right to conduct background checks on all previous work conducted by bidders.
- The below 80/20 preference points will be applicable with specific goals as per Umvoti Municipality Supply Chain Management Policy.
- Evaluation criteria functionality
- **Minimum qualifying score is 70%; bidders that score less than 70 out of 100 points for the functionality criteria will be regarded as submitting a non-responsive bid.**

- The following allocation of points will be used to calculate points for the functionality of bids and bidders should ensure that they submit all stipulated supporting information to be pre-evaluated on the criteria mentioned below:

- ✓ **Relevance of the company's core business to the scope of the bid (the portfolio of services of the bidder) - 10 points.**
- ✓ **Experience of bidder for Supply, delivery, installation, and maintenance of photocopier machines of a similar quantity in Government and Private sector – 30 points.**
- ✓ **Company Certifications and Technician qualifications – 20 points.**
- ✓ **Product brands and functionality – 10 points.**
- ✓ **Relevance of similar solution of brands provided to Government or Private Sector – 30 points.**

PRICE AND SPECIFIC GOALS

- The below 80/20 preference points will be applicable with specific goals as per Umvoti Municipality Supply Chain Management Policy.

#	Specific Goal(s)	Number of points allocated 80/20 pp	Verification document
1	Youth Categories:	5	CSD report and certified copy of ID
2	disability	5	Proof of Doctors certificate And CSD report
3	Gender Based Ownership %	10	CSD report, CK or company registration certificate, copy of ID and BBBEE certificate
a)	Women Ownership (*Must be South African)	5	
	Women ownership - 100% : Black	5	
	Women ownership - > 51% : Black	4	
	Women ownership - 25% - 50% : Black	3	
	Women ownership - 100% : Indian and Coloured	3	
	Women ownership - > 51% : Indian and Coloured	2	
	Women ownership - 25% - 50% : Indian and Coloured	1	
	Women ownership - 100% : White	2	
b)	Men Ownership (*Must be South African)	5	
	Men ownership - 100% : Black	5	
	Men ownership - > 51% : Black	4	
	Men ownership - 25% - 50% : Black	2	

CONTRACT DOCUMENTS

Contracts documents will be reserved via email at andile.nene@umvoti.gov.za until the 24th of April 2024, 15H00 and will be obtained at the briefing session, payments must be made

before the start of briefing session at the Finance Department. Payment of a non-refundable of R500.00 per document by means of cash or bank guaranteed cash favour of "UMVOTI MUNICIPALITY".

COMPULSORY BRIEFING SESSION INFORMATION

A compulsory briefing session information for prospective bidders will be as per above mentioned date starting at 11h00am, at the Umvoti Municipality's Town Hall, 41 Inkosi DinuZulu, Bell Street, Greytown, 3250.

BID SUBMISSION

Bids, in sealed envelopes clearly endorsed with the respective project name are to be placed in bid box at the Umvoti Municipality, 41 Bell Street, and Greytown, 3250 – on or before 12h00 noon on Friday, 17 May 2024. Late bids, bids delivered by courier services will not be accepted.

BID ENQUIRIES

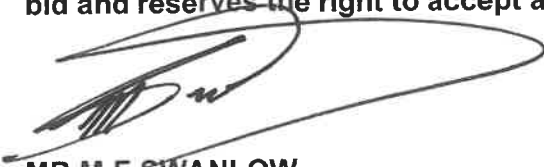
All bid enquiries shall be referred to:

SCM UNIT

UMVOTI MUNICIPALITY

Telephone No.: (033) 413 9149

Umvoti Municipality's Procurement Policy will apply, and the Municipality is not bound to accept the lowest bid or furnish any reason for the acceptance or rejection of any bid and reserves the right to accept any bid or part thereof.



MR M.E SWANLOW
ACTING MUNICIPAL MANAGER

P.O Box 71
GREYTOWN, 3250

Notice No: 4934

