

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 24/06/2024
KZN435/23/24/025/CORP

RE-INVITATION TO QUOTE UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

QUOTATION NAME	QUOTE NUMBER	BRIEFING DATE
PROUREMENT OF SECURE OFFSITE DOCUMENT STORAGE (36 MONTH CONTRACT)	ULM-CORP 010/24	27/06/2024 @10h:00 am

Quotation documents will be available on the municipal website (www.umzimkhulum.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 26th of June 2024; cut-off time for buying documents is the of 27th of June 2024, 15 minutes before the briefing time.

A compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Makhosini Building, 247 Main Street, uMzimkhulu 3297.**

Invalid or non-submission of the following documents will render the Quoter 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.

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- 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.
- 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

Evaluation Criteria Functionality

Minimum threshold 40 (rounded-off) points or 57%

Criteria	Maximum Points	Verification Method	Total
Experience: (5 projects in archiving storage & management of government institutions document in past 5 years and attach traceable references) letters) 5 project and above = 40 points 3-4 project = 20 points 3 project = 25 points	Maximum points 40 points	Attach traceable reference letters	

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Methodology (structure of document Management plan) the bidder must touch on the following topic on their methodology.	Maximum 20 points	Project Methodology	
• Security • Disaster Prevention • Facility • Delivery Vehicles The bidder who touched all these topics will get maximum point = 20 POINTS . The bidder who touched these points partially will get half.=10 POINTS			
Accreditation (with board of National Archives) The bidder must submit the certificate from National Archives	10 points maximum points	Certified copy of certificate from National Archives	

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 57% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

NB. It is compulsory for a bidder to score 100% on accreditation.

The 80/20 scoring will apply.

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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 =10 points	Max. Points 20	CIPC registration Certificate (Companies and Intellectual Property Commission) Or Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 5 Points		
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points		
TOTAL / MAXIMUM PROINTS	20	

120 days Price Validity

Contact Details

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All Technical enquiries shall be directed to:

Attention : Ms N Mabuntana
Telephone : 039 259 5042
Email Address : mabuntanan@umzimkhulu.gov.za

All SCM compliance enquiries shall be directed to:

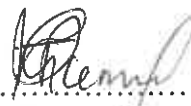
Attention : Mr Z Ngwane
Telephone : 039 259 5220
Email Address : ngwanez@umzimkhulu.gov.za

Closing date

Quote documents in a sealed envelopes clearly indicating the **Quote number and Quote 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 pm of 04th July 2024**. Telegraphic, telex, telephone, electronic, facsimile, and late quotes will not be accepted.

Quoters may only be submitted along with the Quotation 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