

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 **11/04/2023**.
KZN435/22/23/010/BTO

RE INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

TENDER NAME	PROPOSAL NUMBER	BRIEFING DATE
CASH IN TRANSIT (12 Months Contract)	ULM-BTO 005/22	19/04/2023 @ 10h:00 am

Tender 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 R200 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 April 2023; cut-off time for buying documents is the 19th of April 2023, 15 minutes before the briefing time.

Non-compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Main Building Boardroom, 169 Main 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 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)
- **Company must be registered with PSIRA**

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

Second Phase of Evaluation

Minimum threshold 20 points or 50%

Key aspects Criterion and basis of points allocation	Max Points	Verification Method
1. Company Experience: Company must have successful completed 4 projects on cash in transit. • 4 completed projects in cash in transit = 20 points • 2-3 completed projects in cash in transit project. = 10 points	20 points	Reference letter on the letter head from the institution you worked with.
2. Methodology:	20 points	Project Methodology

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Service provider must demonstrate understanding of the project and approach to the project implementation in the following aspects: • Availability of resources to cover all municipal sites where cash is generated. (Traffic Department and Municipality main building) • Provide assurance that will be able to facilitate banking with two banks that the municipality is currently using (That is FNB and ABSA). • Procedure to be followed when processing cash banked by the municipality to ensure that it appear within 24 hours to the relevant bank account. • Procedure to be followed when returning municipality source documents. E.g., deposit slips - Fully covered all aspects = 20 points - Partial covered (Provided limited information) = 10 points		
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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

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if the bidder has scored 50% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

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 (Maximum points 20)		
Promotion of south African owned enterprises	20	1. CIPC registration Certificate (Companies and Intellectual Property Commission) And Detailed CSD report 2. Certified Copy RSA Identity document of the director(s)
TOTAL / MAXIMUM POINTS	20	

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Ms N. Mavuma
Telephone : (039) 259 5050
Fax No : (039) 259 0427
Email Address : mavuman@gumzimkhulum.gov.za

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SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427
Email Address : basio@umzikhulum.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, 05th of May 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.

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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A. C. NGQOYIYA
MUNICIPAL MANAGER