

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 17/04/2025 (Website and Notice Board)
KZN435/24/25/012/ BTO

INVITATION TO QUOTE UMZIMKHULU LOCAL MUNICIPALITY

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

QUOTATION NAME	QUOTE NUMBER	BRIEFING DATE
Provision Of Asset Management Support for Immovable Assets Verification and Conditional Assessment (12 Months Contract)	ULM-BTO 002/25	25/04/2025 @ 10:00

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 R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 23rd of April 2025; cut-off time for buying documents is the 25th of April 2025 15 minutes before the briefing time.

A non-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 utility bill for municipal rates and services for **all directors** of the company (owners, shareholders. Executive directors / non-executive directors) **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 on the document. Tender document must be signed by the authorized person.

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

Criteria for functionality

Minimum threshold (70% or 70 points)

Key aspect of criterion	Basis for points allocation	Max. Points	Verification Method
Company experience	The Company must have 5 projects experience in asset management function NB: Out of 5 projects, 3 projects must be in a municipal environment = 40 Points	40	Attach Appointment letters and Reference letters in asset management with traceable contact details.
Expertise 1: Project Manager A Chartered Accountant registered with SAICA with 5 years' experience in municipal asset management. (All Personnel required)	A Chartered Accountant registered with SAICA with 5 years' experience in municipal asset management. ▪ 10 years' experience as a chartered accountant with 5 years' completed projects in		Attach proof of registration with SAICA and CV detailing projects performed in

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	asset management = 20 Points 5 - 9 years' experience as a chartered accountant with 5 years completed projects in asset management = 10 points	40	asset management
Expertise 2: Team Member A Civil Engineer registered with ECSA with 3 years' experience in municipality; Asset Management (All Personnel required)	10 years' experience as an engineer with 3 completed projects in asset management = 20 Points 5 - 9 years' experience as an engineer with 3 completed projects in asset management = 10 Points		Attach proof of registration with ECSA and detailing projects performed in asset management
Methodology The methodology of a service provider must cover practical, and sound understanding of the municipality's needs and adequately respond to the municipality's needs. The service provider must demonstrate the following: Perform a site visit to the sites of immovable infrastructure assets, community assets and buildings of the municipality to inspect and conduct conditional assessment to identify any possible impairment.	All aspects covered = 20 Points All aspects covered with limited information = Points 10	20	Attach a detailed proposal for the project

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- Conduct a comprehensive review of the previous year's immovable assets register - Calculate recoverable amounts for all assets that were identified as being potentially impaired. - Assist the municipality with estimation of the remaining useful lives of immovable assets. - Assist with unbundling of all work in progress completed within the financial year. - Investigate and update FAR with outcomes of the verification (i.e, assets found on the ground and not on the FAR - Training and capacitating municipal personnel on the overall asset management function. - Providing the necessary technical support during and for the duration of the audit process. - Compile the close-out report			
TOTAL POINTS		100	

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

NB: Firm relevant experience segment is compulsory to score full points 100%.

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The 80/20 scoring will apply.

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 =20 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)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 10 Points		
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 5 Points		

180 days Price Validity

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Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. S Mbalekwa
Telephone : 039 259 5044
Email Address : mbalekwas@umzimkhululm.gov.za

All SCM compliance enquiries shall be directed to:

Attention : Mr S Ndawonde
Telephone : 039 259 5089
Email Address : ndawondes@umzimkhululm.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 02nd of May 2025**. 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