

ADVERTISEMENT

T2026-11 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF AN ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT SYSTEM (EDRMS) FOR UMZINYATHI DISTRICT MUNICIPALITY FOR THE PERIOD OF 36 MONTHS

The uMzinyathi District Municipality hereby invites suitable, qualified and professional service providers for the above mentioned tenders.

Tender documents will be available as from **20 October 2025, Monday** on the e-tender portal www.etenders.gov.za Municipal website: www.umzinyathi.gov.za.

Tenders will be evaluated on the Functionality Criteria as specified in the tender documents and thereafter bidders who score a minimum required number of points will be further evaluated using the 80/20 Preferential Point System as prescribed in the Council Supply Chain Management Policy. Only bidders who score **70 minimum points** on functionality criteria will qualify for the second stage of evaluation.

The following **Functionality Evaluation Criteria** will be applicable:

Evaluation Criteria	Maximum Allocated Points
A. Understanding of Requirements & Methodology	20
B. System Functional Compliance	30
C. Relevant Experience	20
D. Skills & Capacity	20
E. Training, Change Management & Knowledge Transfer	10
Total	100

The completed tender documents complying with all conditions of the tender must be enclosed in a sealed envelope and clearly marked with **T2026-11 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF AN ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT SYSTEM (EDRMS) FOR UMZINYATHI DISTRICT MUNICIPALITY FOR THE PERIOD OF 36 MONTHS** must be deposited in the official tender box located at the reception area, Princess Magogo Building, 39 Victoria Street, Dundee 3000, no later than closing date **19 November 2025, Wednesday, at 12H00** which will be followed by an opening. Late bids or bids received by way of post, facsimile or e-mail will, under no circumstances be considered.

Tender documents sent via Courier services must be deposited in the tender box and not be handed to an employee of uMzinyathi District Municipality.

Umzinyathi District Municipality is not obliged to appoint the lowest bid and further reserves the right not to proceed herein and further reserves the right not to accept any bid or part thereof. Tenders submitted are to be valid for a period of 120 days from the closing date for submissions of tenders.

Enquires can be directed to **Mrs. SS Sikhakhane** on Tel: **034 219 1519**, email address: sikhakhaness@umzinyathi.gov.za during office hours. Supply Chain Management related enquiries can be directed to **Mr. Kwanda Ngubane** Tel: **034 219 1500**, email address: kwanda@umzinyathi.gov.za.

MR MV NTANZI
ACTING MUNICIPAL MANAGER