

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
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OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 23/10/2025
KZN435/25/26/004/MM/COMM

**RE-INVITATION TO TENDER
UMZIMKHULU LOCAL MUNICIPALITY**

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

TENDER NAME	TENDER NUMBER	BRIEFING DATE
Design, Print, Supply and Deliver of Marketing, Branding and Promotional Material (24 Months Contract)	ULM-MM/COMM 003/25	30/10/2025 @ 10:00

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R150 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 28th October 2025; cut-off time for buying documents is the 30th of October 2025, 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 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 4,6,1,8 & 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
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- 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.

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- 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 (50% or 30 points)

Criteria	Maximum points	Verification Method
Relevant Experience: 7 projects in Design, print, supply and deliver of marketing, branding and promotional material completed in the past 5 years starting from 2018 to date. ➤ 7 or more completed projects = 60 Points 3 -5 completed projects = 30 Points	60	Attach reference letters with traceable contact details.

NB: It is compulsory for a bidder to score not less than 50% Or 30 points in the segment above table.

The 80/20 scoring will apply.
80 Price

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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 10	CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 5 Points		Or Detailed CSD report verification on CSD portal by the Municipality
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points		Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
Promotion of business: - located within KZN province.	10 Points	Preferred address on CSD report and certified copy of utility bill on property rates and services for the Enterprise or Company. Or Preferred address on CSD report and original letter for the Enterprise or Company from Induna / Chief/ ward Councillor. (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM POINTS	20	

180 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

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Attention : Mr. W. Mgcina
Telephone : 039 259 5078
Cell No. : 076 401 5728 (During office hours from 08:00 am to 16:30 pm)
Email Address : mgcinaw@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

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, 14th of November 2025**.
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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DR. C. A. NGQOYIYA
MUNICIPAL MANAGER