

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulm.gov.za](mailto:info@umzimkhulm.gov.za)  
Tel: (039) 259 5000/5300  
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## OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 21/08/2025.  
KZN435/25/26/006/PNLG

### INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

| PROJECT NAME                                                           | PROPOSAL NUMBER | BRIEFING DATE        |
|------------------------------------------------------------------------|-----------------|----------------------|
| DEVELOPMENT OF BASELINE INFORMATION FOR COMPLIANCE WITH SECTION 26 MSA | ULM-PNLG 003/26 | 29/08/2025@ 10:00 am |

Tender documents will be available on the municipal website ([www.umzimkhulm.gov.za](http://www.umzimkhulm.gov.za)) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R 250 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 26<sup>th</sup> of August 2025; cut-off time for buying documents is the 29<sup>th</sup> of August 2025, 15 minutes before the briefing time.

Compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building Boardroom, 247 Mzimkhulu Mlonyana 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, 6.1 & 9
- Municipal rates and services certificate / 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 on the document. Tender document must be signed by the authorized person.

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

### Second Phase of Evaluation

#### **Criteria for functionality**

**Evaluation minimum threshold is 55% rounded off or 60 points**

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                  | points | Verification Method                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------|
| <b>Relevant Experience</b> in (6 projects in strategy development) strategy development: either or.<br>Integrated Development Plans/ Climate Change Strategy/ Strategic Environmental Management Plan/ Disaster Management Plan/ LED Strategy/ Spatial Development Framework/ Tourism Strategy/ Agriculture Development Strategy etc.<br>6 Completed Projects = 50<br>5 Completed projects = 40<br>4 Completed Projects = 30<br>3 Completed Projects = 25 | 50     | Attach traceable reference letters for previously completed projects. |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------|
| <p><b>Expertise:</b> The team member of the service provider should have:</p> <ol style="list-style-type: none"> <li>1. NQF Level 7 in one of the following:<br/>Town &amp; Regional Planning/ Climatology/ Meteorology, Environmental Management Science/ Environmental &amp; Biological Conservation/ Business Administration/ Ecology &amp; Agriculture. <ul style="list-style-type: none"> <li>- NQF Level 7 &amp; Above: 30 points</li> <li>- NQF Level 6: 20 points</li> <li>- NQF Level 5: 15 points</li> </ul> </li> <li>• Any of the above field/s must have a team member specializing in GIS.</li> <li>2. And NQF level 7: GIS Specialist in his/her team <ul style="list-style-type: none"> <li>- NQF Level 7: 10 points</li> <li>- NQF Level 6: 05 points</li> </ul> </li> </ol> <p><b>(CV's and qualifications must be submitted)</b></p> | <p><b>40</b></p> | <p>Attach CV's and certified copies of qualifications</p> <p><b>All expertise are required.</b></p> |
| <p><b>Accreditation:</b> The team member of the service provider should have:</p> <ul style="list-style-type: none"> <li>• Registration with Relevant Professional Body (Professional or Technical) in respect of the required expertise 1 &amp; 2.</li> <li>• Registration as Professional or Technical: 10 points</li> </ul> <p><b>(Copy of certified certificates of registration must be submitted)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>10</b></p> | <p>Attach certified copies of certificates of registration.</p> <p><b>Compulsory</b></p>            |

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|                                                                                                                                                                                                                                                                                                                  |                              |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------|
| <b>METHODOLOGY</b><br><br><b>PHASE 1: PREPARATION AND INITIATION</b><br>(INCEPTION REPORT)<br><b>PHASE 2: STATUS QUO (SITUATIONAL ANALYSIS REPORTS)</b><br><b>PHASE 3: STRATEGIC OBJECTIVES &amp; ALIGNMENT OF THE VISION.</b><br><b>PHASE 4: INTEGRATION.</b><br><b>PHASE 5: COMPLETION AND IMPLEMENTATION.</b> | <b>10 All aspect covered</b> | Attache Detailed Proposal for Project Phases. |
|                                                                                                                                                                                                                                                                                                                  | <b>5 Partially covered</b>   |                                               |
| <b>TOTAL.</b>                                                                                                                                                                                                                                                                                                    | <b>110</b>                   |                                               |

**NB: It is compulsory for a bidder to score not less than 50% on experience and methodology segment. For an accreditation segment it is compulsory for bidders to score full points. All expertise are compulsory (expertise 1 and 2).**

**Even if the bidder has scored 55 % rounded off / 60 points of the minimum threshold of functionality but do not score 50% on the stated segments above, the bidder will be non-responsive**

The 80/20 scoring will apply.  
80 Price  
20 Specific goals

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### Specific Goals

| The specific goals allocated points in terms of this tender                                                 | Number of points allocated (80/20 system) | Verification document(s)                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specific goals 2: RDP Goals</b>                                                                          |                                           |                                                                                                                                                                                                                                                                              |
| <b>Promotion of SA Owned enterprises</b>                                                                    |                                           |                                                                                                                                                                                                                                                                              |
| Companies that are 100% owned by south African citizen.<br><b>100% Points allocation =20 points</b>         | <b>Max Points<br/>20</b>                  | CIPC registration Certificate (Companies and Intellectual Property Commission)<br>Or<br>Detailed CSD report verification on CSD portal by the Municipality<br>Or<br>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.<br><b>50% Points Allocation = 10 Points</b>          |                                           |                                                                                                                                                                                                                                                                              |
| Companies that are less than 50% owned by South African citizen.<br><b>25% Points Allocation = 5 Points</b> |                                           |                                                                                                                                                                                                                                                                              |
| <b>TOTAL / MAXIMUM POINTS</b>                                                                               | <b>20</b>                                 |                                                                                                                                                                                                                                                                              |

### 180 days Price Validity

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### Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. T Maphumulo  
Telephone : (039) 259 5024  
Email Address : [maphumuloT@umzimkhululm.gov.za](mailto:maphumuloT@umzimkhululm.gov.za)

SCM Compliance enquiries shall be directed to:

Attention : Mr. S. Ndawonde  
Telephone : (039) 259 5089  
Email Address : [ndawondes@umzimkhululm.gov.za](mailto:ndawondes@umzimkhululm.gov.za)

### Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid 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, 12<sup>th</sup> of September 2025** Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted on 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. NGQOYI**  
**MUNICIPAL MANAGER**