

169 Main Street
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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 01/02/2024.

KZN435/23/24/006/MM/COMM

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
DESIGN, PRINT, SUPPLY AND DELIVER OF MARKETING BRANDING AND PROMOTIONAL MATERIAL	ULM-MM/COMM 004/23	12/02/2024 @10h00 am

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 R100 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 09th of February 2024; cut-off time for buying documents is the 12th of February 2024, 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 & 9 -
- Municipal rates and services certificate / statement / 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.
- 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).

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:

Functionality

Functionality

Evaluation minimum threshold is 50% or 30 points.

Criteria	Maximum points	Verification Method
Relevant Experience: 6 projects in Design, print, supply and deliver of marketing, branding and promotional material completed in the past 5 years starting from 2018 to date. ➤ 6 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.

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
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points		Detailed CSD report verification on CSD portal by the Municipality) Or

		Certified Copy RSA Identity document of the director(s)
Promotion of business: - located within KZN province.	Max. Points 10	Preferred address on CSD report and copy of utility bill on property rates and services for the director. Or Preferred address on CSD report and original letter for the director from Induna / Chief/ ward Councillor. (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM POINTS	20	

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

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

SCM Compliance enquiries shall be directed to:

Attention : Mr Z. Ngwane
Telephone : (039) 259 5220
Email Address : ngwanez@umzimkhululm.gov.za

Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and project 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, 23rd of February 2024**. 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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C. A. NGQOYIYA


MUNICIPAL MANAGER