

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 30/07/2026.
KZN435/26/27/005/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
APPOINTMENT OF AN EVENTS COORDINATOR FOR THE HOSTING OF THE UMZIMKHULU HORSE RACING AND FASHION SHOW (TOURISM FESTIVAL) (24 MONTHS CONTRACT)	ULM-PNLG 003/27	06/08/2026@ 11:00

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 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 04th of August 2026; cut-off time for buying documents is the 06th of August 2026, 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

Minimum threshold is 40 points or 50%

Criteria	Description	Maximum Points	Verification Method
1.COMPANY EXPERIENCE: 5 projects, in coordination and hosting of horse racing and fashion show events (Tourism Festival)	5 and above projects =20 Points 2-4 projects =10 Points	20 Points	Attach appointment Letters/Purchase orders Reference Letters
2.CAPABILITY The capacity and capability to undertake this project, ability to handle your suppliers, horse racers, and fashion designers professionally:	5 Reference letter suppliers/horse racers/fashion designers =20 2-4 Reference Letters suppliers/horse racers/fashion designers =10	20 Points	Attach reference Letters from Suppliers/horse racers/ fashion designers

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Bidder's ability to fulfil all financial commitments with their suppliers in the previous projects.	Bank Credit Facility above R500 000.00=10 points Bank Credit Facility between R100.000.00 and R499.999.99 =5 points	10 points	Attach Bank guarantee Letter/ bank confirmation letter
3. SPONSORSHIP Ability to secure sponsorship	Sponsorship of R500.000.00- R1.500.000 and above =20 points sponsorship of R100k but less than R500k =10 points	20 Points	Attach traceable Previous Sponsorship confirmation letters
4.Implementation methodology: Bidders methodology must contain the following : Marketing and Communication strategy, Budget breakdown, Logistics plan and Risk management plan Use of local suppliers Use of local labour A minimum 2-5 local artist A minimum of 1-3 national artist	All aspects covered =10 points All aspects covered with limited information= 5 points	10 Points	Attached Proposal
TOTAL POINTS		80	

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% or 40 points of the threshold but scored less than 50% on one or more 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)
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) Or Detailed CSD report verification on CSD portal by the Municipality) Or 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. 50% Points Allocation = 5 Points		
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points		
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 / 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	

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180 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Ms. Z. Mkhize
Telephone : (039) 259 5095
Email Address : mkhizez@umzimkhululm.gov.za

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 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, 21st of August 2026**. 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. NGQOYIYA
MUNICIPAL MANAGER