

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 20/02/2025.
KZN435/24/25/013/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
INSTALLATION OF SIGNAGE AT UMZIMKHULU	ULM-PNLG 001/25	27/02/2025@ 14:00 pm

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 25th of February 2025; cut-off time for buying documents is the 27th of February 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 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 and uMzimkhulu Local Municipal SCM policy. Functionality will be considered.

Second Phase of Evaluation

Evaluation criteria

Functionality

Minimum threshold 20 points or 50%

Key aspect of criterion	Basis for points allocation	Max. Point s	Verification Method						
Experience of the Service Provider	The Service Provider must have years of working experience pertaining to design, supply and installation of signage. <table><tr><th>Years</th><th>Points to be score</th></tr><tr><td>4-5</td><td>20</td></tr><tr><td>2-4</td><td>10</td></tr></table>	Years	Points to be score	4-5	20	2-4	10	20	Attach CV's detailing work experience or projects and traceable references
Years	Points to be score								
4-5	20								
2-4	10								

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Methodology: Is the methodology innovative, detailed and addresses all elements of the project and the technical approach stating how each will be executed? The methodology should demonstrate the following: • Stakeholder Engagement • Work Programme All aspects covered = 20 points All aspects covered with limited information = 10Points	20	Proposal (maximum 3 pages)
Total	40	

The points associated with a comprehensive proposal will be awarded as reflected in the above table. The bidders must score at least 50% in each of the above segment even if the bidder has scored 50% threshold but fail to score 50% on one or more of the 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)
Companies that are 100% owned by south African citizen. 100% Points allocation =20 points	Max. Points 20	CIPC registration Certificate (Companies and Intellectual Property Commission) and 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 = 10 Points		
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 5 Points		
TOTAL / MAXIMUM PROINTS	20	

180 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. M Gebashe
Telephone : (039) 259 5036
Email Address : gebashem@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

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

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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, 14th of March 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. NGQOYIYA
MUNICIPAL MANAGER