

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 19/09/2025 (Website and Notice Board)
KZN435/25/26/004/BTO

INVITATION TO QUOTE UMZIMKHULU LOCAL MUNICIPALITY

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

QUOTATION NAME	QUOTE NUMBER	BRIEFING DATE
Supply, Deliver and Printing of Consumer Accounts Statements (36 Months Contract)	ULM-BTO 003/26	26/09/2025 @ 10h:00

Quotation documents will be available on the municipal website (www.umzimkhulum.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 23rd of September 2025; cut-off time for buying documents is the 26th of September 2025 15 minutes before the briefing time.

A non-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 Quoter 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

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- 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.

- 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, functionality will be considered and uMzimkhulu Local Municipal SCM policy.

Second Phase of Evaluation Criteria **for functionality**

Evaluation minimum threshold is 50% or 25 points

Key aspect of criterion	Basis for points allocation	Max. Points	Verification Method
Company experience 3 completed projects in supply, deliver and printing of consumer account statements	○ 3 completed projects in supply, deliver and printing of consumer statements = 20 Points ○ 2 completed projects in supply, deliver and printing of consumer statements = 10 Points	20	Attach reference letters with traceable contact details.

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Methodology ☐ Generating of copies ☐ Mail processing ☐ Turnaround time	All aspects covered = 30 points	30	Attach proposal of the methodology
	All aspects covered with limited information = 15 points		
TOTAL POINTS		50	

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 % of threshold but scores less than 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

Specific Goals

SPECIFIC GOALS

The specific goals allocated points in terms of this tender		Verification document(s)
	Number of points allocated (80/20 system)	
Specific goals 2: RDP Goals		
Promotion of SA Owned enterprises		

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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
Companies that are 50% owned by South African citizen. 50% Points Allocation = 5 Points		Detailed CSD report verification on CSD portal by the Municipality) Or
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points		Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
Promotion of business: - located within KZN province.	Max. Points 10	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 : Ms. N. Mavuma
Telephone : 039 259 5050
Email Address : mavuman@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

Quote documents in a sealed envelopes clearly indicating the **Quote number and Quote 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 of 03rd of October 2025**. Telegraphic, telex, telephone, electronic, facsimile, and late quotes will not be accepted.

Quoters may only be submitted along with the Quotation 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. NGOOYIYA
MUNICIPAL MANAGER

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