

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 25/10/2017
KZN435/17/18/009/CORP

ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER
Training of Councillors on Microsoft Office 2013	ULM-CORP005/18

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of R50 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between **09:30am and 16:00pm** from the **27th of October 2017**; cut-off time for buying documents is the **02 November 2017 at 16h:00**.

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted.

- Registered on Central Suppliers Database (CSD)
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9
- CK document
- Updated Municipal rates statement for the company and the directors to confirm that Municipal rates are not in arrears for more than 90 days
- 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

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

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Evaluation criteria

Evaluation criteria threshold 60%

Criteria	% 100	Score	Total
<p>Relevant Experience: (5 training projects completed and at 5 years of experience) the service provider must demonstrate relevant experience with recommendation letters from at least 5 previous institutions and attach traceable references)</p> <p>0-poor</p> <p>1-2 Fair</p> <p>3-4 Good</p> <p>5 and above - Excellent</p>	50 %		
Methodology (structure of the work plan; Programme)	10 %		
Accreditation: (with relevant professional Registered with SETA) attach proof of registration	20 %		
Expertise: (Office Specialist Certification on 2013 or equivalent - attach certified copy and CV with 5 years training experience) of Personnel directly involved in the project on day to day basis	20 %		

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120 days Price Validity

Contact Details

All other enquiries shall be directed to: during work hours

Attention : Mr S Shinga
Telephone : (039) 259 5007
Cell : (083) 757 9063
Fax No : (039) 259 0427
Email Address : shingas@umzimkhulum.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 **12h00, 3rd of November 2017** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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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Z. S. SIKHOSANA
MUNICIPAL MANAGER