

Umzimkhulu



Municipality

Tel: (039) 259 5000/5300
Fax: (039) 259 0427

169 Main Street
Private Bag 53
Umzimkhulu 3297

Email: info@umzimkhululm.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

Date issued 02/09/2015

KZN435/15/16/003/MM (COM)

INVITATION TO TENDER

UMzimkhulu Municipality hereby requests Experienced, Qualified and Reputable service providers to assist the Municipality with the following projects.

Project Name	Proposal Number	Briefing Date	Price for Document
Supply and deliver 2016 Diaries and Calendars	ULM-MM(COM)002/16	04/09/2015 at 10h:00	100

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the **non-refundable payment stated on the above table per document or a bank guaranteed cheque made out to uMzimkhulu Municipality**, from the 3rd of September 2015 between 9h: 30 to 16h00. All service providers are required to come with Tender documents to the briefing meeting. Cut –off time for buying documents **is the 4th of September 2015, 15 minutes before the briefing time.**

Compulsory briefing meeting is scheduled to take place at **the uMzimkhulu Municipality, Boardroom, 169 Main Street, uMzimkhulu, 3297** on the date scheduled above.

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

Valid original Tax Clearance Certificate

Valid BBB-EE Certificate Certified or Original

CK documents/ company registration

Compulsory MBD Forms 4, 8 & 9

Municipal rates Certificate / statement

Conditions of acceptance

- Quotations must be valid for 90 days

80/20 preferential point system will apply and functionality will be considered:

Evaluation Criteria

Evaluation criteria threshold 70%

Functionality

Criteria for functionality

Criteria	%100	Score	Total
Relevant Experience (5 relevant projects in the past 5 years & attach reference letters as evidence of projects done. 0-poor 1-2 fair 3-4 good 5- excellent and beyond	70%		
Methodology (structure of the plan)	30%		

Values to be used

- Poor : 0
- Fair : 1
- Good : 2
- Very good : 3

All enquiries shall be directed to:

Contact Person	Email address	Contact details
Mr W Mgcina	mgcinaw@umzimkhululm.gov.za	039 259 0580

Closing Date and time

Duly completed tenders in accordance with the tender conditions and rules of the tender, in sealed envelopes clearly indicating the **Project name and Contract number**, must be deposited in the tender box of UMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu 3297. **At 12h: 00 on the 11 September 2015** .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

**Z SIKHOSANA
MUNICIPAL MANAGER**