



UMZIMKHULU MUNICIPALITY

Date issued 17/ 08/2016
KZN435/16/17/001/MM-COMM

ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable experience Professional Service providers to submit a comprehensive proposal/s for:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
DESIGN, PRINT AND SUPPLY MULTI LINGUAL NEWSLETTER AND ANNUAL REPORT	ULM-MM-COMMG001/17	24/08/2016 at 10h:00

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the **non-refundable payment of R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **18th of August 2016**; **cut-off time for buying documents is the 24th of August 2016, 15 minutes before the briefing time.**

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

- Resister on Central Suppliers Database (CSD)
- Valid BBEE certificate certified or original
- MBD4, 8 & 9
- 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

Compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Boardroom, 169 Main Street, uMzimkhulu, 3297.

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

Evaluation criteria

Evaluation criteria threshold 60%

Functionality

Criteria for functionality

Criteria	%100	Score	Total
Experience: (5 relevant projects in print media & attached reference letter) of which a minimum of 5 was carried out within the past 5 financial years starting from 1 July 2011 to date. 0-poor 1 -2 Fair 3-4 Good 5 and beyond- excellent	70%		
Methodology : (structure of service & Turnaround time on delivery)	30%		

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table.

Weights to be used

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

Enquiries should be directed to:

Attention	:	Mr W Mgcina
Tel	:	039-259 0580
Fax	:	039-259 0427
mgcinaw@umzimkhululm.gov.za		

Validity period is 90 days

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, 9th of September 2016** 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