

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 06/10/2016

KZN435/16/17/002/BTO

ADVERTISEMENT

UMzimkhulu Municipality hereby requests Experienced and Reputable service providers to assist the Municipality with the following project.

Project Name	Proposal Number	Briefing Date	Price for Document
Supply and Delivery of Stationery (6 Months Contract)	ULM-BTO 001/17	13/10/2016 at 10h:00	R 100.00

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 **10th of October 2016** 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 13th of October 2016, 15 minutes prior the briefing meeting 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

Registered on Central Supplier Database (CSD)

Valid BBB-EE Certificate Certified or Original

Compulsory MBD Forms 4, 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

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 60%

Functionality

Criteria	%100	Score	Total
Relevant Experience: (At least 5 Projects in supplying the similar project and must attach traceable reference letters	60%		
0 – Poor			
1-2 Fair			
3-4 Good			
5 and above - Excellent			

Methodology: turnaround time after receiving an order	40%		
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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 60% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive

Values to be used

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

All enquiries shall be directed to person below.

Contact Person	Email address	Contact details
Miss A Hloba	hlobaa@umzimkhululm.gov.za	039 -259 5035

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 28th of October 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

**Z SIKHOSANA
MUNICIPAL MANAGER**

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