

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

Issued date 26/10/2015

KZN435/15/16/004/BTO

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
TRAINING ON GRAP STANDARDS AND ASSETS PROCEDURE MANUAL	ULM-BTO003/16	29 /10/2015 @ 10h:00	R200

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 **27th of October 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 **29th of October 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, BBEE 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 for Directors and Company

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
Experience (Relevant experience of at least 5 projects executed within the 5 past years attach reference letters) 0 poor 1 -2 fair 3 -4 good 5 and beyond = excellent	45%		
Methodology (structure of document management plan)	5%		
Accreditation : SAICA (attached certificate or accreditation number to be verified)	15%		

Expertise: CA SA (Qualification of personnel directly involved in the project on day to day basis) attach certified copies of qualification and CV	35%		
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Values to be used

- POOR : 0
- FAIR : 1
- GOOD : 2
- VERY GOOD : 3

Validity period is 90 days

All enquiries shall be directed to:

Contact Person	Email address	Contact details
Mr W Thusi	bwiseman@umzimkhulum.gov.za	039 259 5049

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 4 November 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

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