

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 08/02/2018  
KZN435/17/18/011/BTO

### RE-ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
Provision of Advertising Services ( Advertising Agent )	ULM-BTO004/18	16/02/2018 @15h:15

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of R200 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between **09:30am** and **16:00pm** from the **12<sup>th</sup> of February 2018**; cut-off time for buying documents is the **16<sup>th</sup> of February 2018**, 15 minutes before the briefing time.

**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) attach proof of Registration
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9
- 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

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

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80/20 Preference point systems will apply in the Evaluation **and functionality will be considered.**

### Evaluation criteria

#### Criteria for functionality 60%

Criteria	%100	Score	Total
<p>Company Experience (5 years' experience in providing similar services and should provide reference letters from previous institutions.</p> <p>0 = poor 1 -2 = fair 3-4 = good 5- and beyond = excellent</p>	30%		
<p>Expertise ND : ( Marketing, Communication or equivalent qualification attached &amp; certified) for the team</p> <p>0 = poor ( non-submission &amp; not relevant) 2 = Fair ( attached but not certified) 3 = Excellent ( Relevant, attached and certified)</p>	20%		
<p>Methodology ( project plan)</p> <p>-Turnaround time ( publication within 24 hours ) =3 excellent -Turnaround time ( publication within 36 hours ) =2 good - beyond 36hours =0</p>	30%		
<p>Team Leader must have at least 3years experience (minimum three years and CV's should be attached on technical proposal</p>	20%		

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0 = poor non submission

**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

### 120 days Price Validity

### Contact Details

All other enquiries shall be directed to:

Attention : Miss L Mngonyama  
Telephone : (039) 259 5055  
Fax No : (039) 259 0427  
Email Address : [mngonyamal@umzimkhulum.gov.za](mailto:mngonyamal@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 **12h:00, 16<sup>th</sup> of March 2018** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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**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**