

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 22/12/2017  
KZN435/17/18/013/CORP

### 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 Security Services ( 24 Months Contract)	ULM-CORP003/18	08/01/2018at 09:30h: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 4<sup>th</sup> of January 2018; cut-off time for buying documents is the 8<sup>th</sup> of January 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)
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9
- CK document / Company Registration / proof or letter confirming ( Sole Trader)
- 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

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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

#### Criteria for functionality

#### STAGE 1B: (PAPER BASED EVALUATION – 35 Points)

- A total points of 35 is allocated for a paper based evaluation
- Service provider that does not meet a minimum threshold of **20 points** during the paper based evaluation shall not be considered for the next stage of evaluation which is the site visit stage.

Suppliers are requested to include with the tender document all the information request

handling	requirement	Allocated Points
<b>Terms Of References</b>	Provide background of knowledge and understanding of the terms of reference and also demonstrating the understanding Of Acts as mentioned in the terms of reference.	<b>Good =5 Fair =3 Poor =0</b>
<b>Training</b>	Provide detail of staffing in relation to:- <ul style="list-style-type: none"><li>• Security related training and development plan (5)</li><li>• Effective management of quality performance of the security personnel (5)</li></ul>	<b>10</b>
<b>Operational Plan</b>	Detailed Operational Plan on how the sites would be managed	<b>Good =10</b>

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	and controlled during rendering of security services	<b>Poor =0</b>
<b>Risk Management</b>	Provide detailed risk assessment plan and contingency plan	<b>Good =5</b>
<b>References Security and CCTV</b>	<p>3 references letters or Appointment letters for Security Services showing previous relevant experience</p> <p>2 references letters or Appointment letters for Provision of CCTV Camera showing previous Experience</p> <p>1 point will be allocated for each reference letter</p> <p>The maximum points allocation is per respective requirements above</p>	<b>Good = 5</b>

Bidders that do not meet the minimum threshold of **20 points** will be eliminated, and will not be considered for the next stage of Functionality evaluation which is site visit.

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

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### STAGE 1C: (PRESENTATION / SITE VISITS EVALUATION – 40 POINTS)

- A total of 40 points is allocated for the presentations that would be at the sites during the Site visit evaluation.
- Presentation should not be more than 25 minutes

Handling	Requirement	Allocated Point
<b>Personnel Resources</b>	Availability of competent skilled staff and managed in accordance with basic condition of employment and related legislation	10
<b>Operational Plan</b>	Operational resources and processes to implement and manage The projects. Contingency plan rollout and how does the organisation Mitigate risks.	10
<b>Quality of Service</b>	How does the organization monitor and ensure quality of their Service, communication mechanism and customer feedback.	10

Bidders that do not meet the minimum threshold of **25 points** will be eliminated, and will not be considered for the next stage of evaluation which is Price and Preference Points.

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

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120 days Price Validity

### Contact Details

All other enquiries shall be directed to:

Attention : Mr G Mngqundaniso  
Telephone : (039) 259 5007  
Fax No : (039) 259 0427  
Email Address : [mngqundanisoq@umzimkhululm.gov.za](mailto:mngqundanisoq@umzimkhululm.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 **12h00, 26<sup>th</sup> of January 2018** 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