

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 31/ 03/2017  
KZN435/16/17/007/MM/PP

### RE- 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
Facilitator :Training and Compilation of Community based Planning	ULM-MM/PP/003/17	07/04/2017at 09h: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 **5<sup>th</sup> of April 2017**; **cut-off time for buying documents is the 7<sup>th</sup> of April 2017, 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
- MBD4, 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.**

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

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### Evaluation criteria

Evaluation criteria threshold 60%

### Functionality

### Criteria for functionality

Criteria	%100	Score	Total
Relevant Experience: (10 projects in training in the past 5 years from 2012 to date the service provider must demonstrate relevant experience by attaching recommendation letters from previous institutions  0- Poor 1- 5 fair  6- 9 Good  10 and beyond Excellent	25%		
Methodology : responsiveness to each item in the terms of reference , the level of detail in the proposal, attention to project management and innovative approaches and ideas	20%		
Accreditation: (with relevant professional registering bodies (LGSETA)	25%		
Expertise: (ND: Public Management , personnel directly involved in the project on day to day basis) attach CV with 10	30%		

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years' experience in Training Community based Planning			
0-1 Poor			
2- 5 fair			
6- 9 Good			
10 and beyond Excellent			

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
- Excellent : 3

**Validity period is 120 days**

**Enquiries should be directed to:**

Attention : Mr M Mlengane  
Tel : 039-259 5070  
Fax : 039-259 0427  
[mlenganem@umzimkhulum.gov.za](mailto:mlenganem@umzimkhulum.gov.za)

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### 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, 21<sup>st</sup> of April 2017** 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**