

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 10/06/2019  
KZN435/18/19/011/MM/COMM

### INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
DESIGN, PRINT & SUPPLY MULTI-LINGUAL NEWSLETTER, ANNUAL REPORT, DIARIES & CALENDARS  (3 YEAR CONTRACT)	ULM-MM/COMM 006/19	19/06/2019 @11h30

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 **13<sup>th</sup> of June 2019**; **cut-off time for buying documents is the 19<sup>th</sup> of June 2019, 15 minutes before the briefing time.**

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

**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 with the SANAS logo and verified by agencies accredited by SANAS / Original SWON Affidavit
- MBD 4, 8 & 9 -
- Municipal rates certificate / statement for the directors with share percentage in the company and for the company to confirm that Municipal rates are not in arrears for more than 90 days or;  
Attach valid lease agreement if the company is leasing the office space  
Attach a valid lease agreement if the director is leasing accommodation

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- Attach affidavit if the account is under your parents , siblings , grandparents and you are not paying any Municipal rates  
Copy of a marriage certificate if Municipal account in under your spouse
- 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 (example is provided in the tender document)

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

### Evaluation Criteria

#### Functionality

**Evaluation minimum threshold is 60% or 48 points**

Criteria	Maximum points	Score	Total

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<p><b>Relevant Experience:</b> - (5 Projects on printing and design for the past 5 financial years starting from 1 July 2014 to date.) Attach reference letters with contact details, for verification.</p> <p><b>Points Allocation:</b> 5 Projects = 50 Points 4 Projects= 40 Points 3 Projects= 25 Points</p> <p><b>Expertise</b></p> <p>(a) Evidence: Diploma on Translation (submission of a Qualification more than a diploma will be advantageous) of a Translator (within the company) with copies of a CV. Points Allocation: 10</p> <p>(b) Evidence :( Diploma on Graphic Designer (submission of a qualification more than a diploma will be advantageous). With copies of a C.V Points Allocation : 10</p> <p><b>Accreditation:</b> The owner of the company or the company must be registered with recognised printing and packaging body (certificate to be supplied) e.g. Natal Printing Association, South African Printing Association / not limited to the above mentioned associations.</p>	<p>50</p> <p>20</p> <p>10</p>		
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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**

**NB: on expertise and accreditation segment service providers must get full points (100%)**

**120 days Price Validity**

**Contact Details**

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All other enquiries shall be directed to:

Attention : Mr W Mgcina  
Telephone : (039) 259 5070  
Fax No : (039) 259 0427  
Email Address : [mgcinaw@umzimkhulum.gov.za](mailto:mgcinaw@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, 12<sup>th</sup> of July 2019** 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**