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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 13/03/2020
KZN435/19/20/ 002/BTO

INVITATION TO TENDER 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
BTO POLICIES AND PROCEDURE AND ASSET MANAGEMENT (12 months contract)	ULM-BTO 001/20	23 /03/2020 @10h:00

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 **18th of March 2020**; cut-off time for buying documents is the **23rd of March 2020, 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 and services certificate / statement / billing for the directors , owners , shareholders of 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
- 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).

Conditions of Tender

- **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

Minimum threshold (60% or 40 Points)

Criteria	66 maximum Points
1. Company experience: Company experience in the compilation of BTO procedure manuals. <ul style="list-style-type: none">▪ Three reference letters in the compilation of BTO procedure manuals	Excellent 10 Points
	Good 5 Points <ul style="list-style-type: none">▪ Three reference letters in the compilation of any other procedure manuals.
2. Company Experience: Company experience in asset management function in the municipal environment <ul style="list-style-type: none">▪ Three reference letters for asset management function performed in any municipality	Excellent 6 Points
	Good 3 Points <ul style="list-style-type: none">▪ Two reference letters for asset management function performed in any municipality

<p>3. Personnel Expertise: A Chartered Accountant registered with SAICA with experience in municipal finance, including asset management (attach certified copy of qualification certificate and accreditation).</p> <ul style="list-style-type: none"> ▪ A registered Chartered Accountant with at least 15 years’ experience as a chartered accountant and has done at least 5 projects in asset management function for the municipality (Proof of registration with SAICA and 5 reference letters / service certificate / confirmation letters for previous project performed in asset management of the municipality must be attached ▪ A registered Chartered Accountant with at least 10 years’ experience as a chartered accountant and has done at least 5 projects in asset management function for the municipality (Proof of registration with SAICA and 5 reference letters / service certificate / confirmation letters for previous project performed in asset management of the municipality must be attached ▪ A registered Chartered Accountant with at least 5 years’ experience as a chartered accountant and has done at least 5 projects in asset management function for the municipality (Proof of registration with SAICA and 5 reference letters / service certificate / confirmation letters for previous project performed in asset management of the municipality must be attached 	<p>Excellent 20 Points</p> <p>Good 15 Points</p>
<p>4. Personnel Expertise: A Civil Engineer registered with ECSA experienced in Asset Management.</p> <ul style="list-style-type: none"> ▪ A Civil Engineer with at least 10 years of experience as an engineer and has performed at least 3 asset management projects for the municipality (Proof of registration and 3 reference letters / service certificate / confirmation letters for previous projects performed 	<p>Excellent 20 Points</p>

<p>in the asset management of the municipality must be attached)</p> <ul style="list-style-type: none"> ▪ A Civil Engineer with at least 7 years of experience as an engineer and has performed at least 3 asset management projects for the municipality (Proof of registration and 3 reference letters / service certificate / confirmation letters for previous projects performed in the asset management of the municipality must be attached) 	<p>Good 15 Points</p>
<ul style="list-style-type: none"> ▪ A Civil Engineer with at least 3 years of experience as an engineer and has performed at least 3 asset management projects for the municipality (Proof of registration and 3 reference letters / service certificate / confirmation letters for previous projects performed in the asset management of the municipality must be attached) 	<p>Fair 10 Points</p>

<p>5. Methodology: Does the methodology of a service provider demonstrate practical and sound understanding of the municipality's needs and does it adequately responds to the municipality's needs. Service provider must demonstrate the following:</p> <ul style="list-style-type: none"> ▪ An understanding of the steps involved in formulating procedure manuals ▪ Availability of resources to cover all municipal sites where municipality's immovable assets are situated for verification purposes ▪ Procedure to be followed in asset verification and conditional assessments ▪ An understanding of the process of ranking of assets by their conditions after verification ▪ Understanding of accounting standards applicable to asset management of the municipality 	
<p>-Demonstrate good understanding and covered all aspects</p>	<p>Excellent 10 Points</p>
<p>-Demonstrate fair understanding of all aspects</p>	<p>Good 5 Points</p>

The points associated with the comprehensive proposal will be awarded as reflected in the above table. The bidder must score at least 50% in each of the above segment. Even if the bidder has scored 60% threshold but fail to score 50% on one or more of the segments above, the bidder will be considered non-responsive.

Validity period is 120 days

Contact Details

All other enquiries shall be directed to:

Attention : Mr B. Mvuyana
Telephone : (039) 259 5009
Fax No : (039) 259 0427
Email Address : BhekaminaB.Mvuyana@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 **12h: 00, 03rd of April 2020** 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