

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 05/04/2019
KZN435/18/19/007/MM/PP

INVITATION FOR QUOTATION UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	QUOTATION NUMBER	BRIEFING DATE
WARD COMMITTEE TRAINING	ULM- MM-PP 003/19	10/04/2019 @10h00

Quotation documents will be available on the municipal website (www.umzimkhulum.gov.za) on the 09th of April 2019 / will be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R50 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 09th of April 2019; cut-off time for buying documents is the 10th of April 2019, 15 minutes before the briefing time.

Invalid or non-submission of the following documents will render the Quotation 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
- 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 Quotation 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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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 19 points)

Criteria	Criteria Description	Points allocation
Relevant Experience (Reference letters with names of traceable references and contact details to be included for verification)	The Tenderer should have five projects in training during the past 3 financial years <ul style="list-style-type: none">A maximum of two projects in training of ward committees or Councillors. Points: 3 points per project submitted.A maximum of three projects in general or any other training. Points: 2 points per project submitted.	Maximum points 12
Expertise	The facilitator who will be directly involved in training must have 3 years' experience with NQF level 6 and must also attach CV with certified Qualifications.	10
Accreditation	With relevant professional registration bodies in SETA and other relevant bodies. Must be accredited to train Governance	10

NB: on Expertise and Accreditation it is compulsory for service providers to score maximum points.

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KZN 435

120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Mr B Mjilo
Telephone : (039) 259 5070
Fax No : (039) 259 0427
Email Address : mjilob@umzimkhulum.gov.za
Closing date

Quotation documents in a sealed envelopes clearly indicating the **Quotation number and Quotation 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, 16th of April 2019** Telegraphic, telex, telephone, electronic, facsimile and late quotations will not be accepted.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest quote. UMzimkhulu Municipality Supply Chain Management policy will apply

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Z. S. SIKHOSANA
MUNICIPAL MANAGER