

169 Main Street
Private Bag 53
Umzimkhulu
3297



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Tel: (039) 259 5000/5300
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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 13/05/2019
KZN435/18/19/ 019/ CORP

INVITATION TO TENDER 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 Multi-functional Printers (36Months)	ULM-COPR 008/19	21/05/2019 @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 **15th of May 2019**; cut-off time for buying documents is the **21st of May 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

Criteria for Functionality

Minimum threshold (60% or 36 Points)

Criteria	Basis for points allocation	Score	Max. Points	Verification Method
Relevant Experience (Name of traceable references with contact details to be included for verification). The service provider must demonstrate relevant experience with recommendation letters from at least 5 previous institutions and attach traceable references)	No. of projects completed 5 and above - Excellent	Excellent	20	List of projects Appointment letter OR reference letter
	4 – Good	Good	15	
	3 - Fair	Fair	10	
Expertise 3 years’ experience for Personnel involved in the project on day to day basis and must attach CV.	Machine technicians trained on the manufacture’s technology.	excellent	20	Attach CV and certified copies of certificate
Accreditation	Has partnership with the product manufacture’s	Excellent	20	attach proof of partnership status

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Must be an Authorized agent/dealer in SA to supply bigger machines (attach licence)				
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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 accreditation and Expertise Segment the bidder must score full points (100%)

Contact Details

All other enquiries shall be directed to:

Attention : Mr G Mngqundaniso
Telephone : (039) 259 5007
Fax No : (039) 259 0427
Email Address : mngqundanisog@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, 14th of June 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