

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 11/04/2019
KZN435/18/19/016/CSS

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
PAUPER BURIAL SERVICE PROVIDER (36 month contract)	ULM-CSS 013/19	24/04/2019 @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 **16th of April 2019**; cut-off time for buying documents is the **24th of April 2019, 15 minutes before the briefing time.**

Compulsory briefing meeting is scheduled to take place at **Umzimkhulu Municipality Makhosini Building, 247 Mzimkhulu Mlonyana 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
- Attach affidavit if the account is under your parents , siblings , grandparents and you are not paying any Municipal rates

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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 54 points)

CRITERIA	CRITERIA DESCRIPTION	Points	TOTAL
<i>Relevant Experience</i>	<p>The tenderer must have a five years’ experience and the business was in operation in the past 5 financial years from 2013.</p> <p>The tenderer must attach company profile detailing their services rendered and letters of appointment with contactable persons/companies /reference letters.</p> <p>5 Years 50 Points.</p> <p>4 Years 40 Points</p> <p>3 Years 25 Points</p>	50	

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METHODOLOGY	Must demonstrate a clear understanding of service to be rendered and a manner to implement (One page document) <ul style="list-style-type: none">• Turnaround time after receiving the call to render a pauper burial service	20	
Accreditation	Must be registered with South African funeral parlours (SAFPA) and provide a certified copy of Registration certificate	20	

Functionality/quality: tender must achieve at least 60% (54/90) in order to qualify for the second stage.

NB: It is compulsory for a bidder to score not less than 50% on experience segment and must score 100% on Methodology and Accreditation Segment.

120 days Price Validity

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Contact Details

All other enquiries shall be directed to:

Attention : Mrs B Nomvalo
Telephone : (039) 259 5070
Fax No : (039) 259 0427
Email Address : [@umzimkhulum.gov.za](mailto:info@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, 17th of May 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