169 Main Street
Private Bag 53
Umzimkhulu
3297

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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 16/07/2024
KZN435/24/25/001/CSS

INVITATION TO QUOTE
UMZIMKHULU LOCAL MUNICIPALITY

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

QUOTATION NAME	QUOTE NUMBER	BRIEFING DATE
SUPPLY AND DELIVER LIBRARY UNIFORM **(12 MONTHS CONTRACT)**	ULM-CSS 001/25	19/07/2024 @ 10:00

Quotation documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R100 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 July 2024; cut-off time for buying documents is the 19th of July 2024 15 minutes before the briefing time.**

A non-compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Makhosini Building, 247 Main Street, uMzimkhulu 3297.**

Invalid or non-submission of the following documents will render the Quoter disqualified; Specific Goals points will not be allocated if the required documents are not submitted / invalid.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4, 8, 6.1 & 9 -
- Municipal utility bill for municipal rates and services **for all directors** of the company (owners, shareholders. Executive directors / non-executive directors) 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.

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- 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 on the document. Tender document must be signed by the authorized person.

- In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)

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

Second Phase of Evaluation

- Service providers must quote as per specification (tenderers quotation must be on its company's letter head with a detailed specification as required on the scope of work)

The 80/20 scoring will apply;

80	Price
20	Specific goals

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SPECIFIC GOALS

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification document(s)
Specific goals 2: RDP Goals		
Companies that are 100% owned by south African citizen. **100%** Points allocation =10 **points**	**Max. Points** **10**	CIPC registration Certificate (Companies and Intellectual Property Commission) Or Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
Companies that are 50% owned by South African citizen. **50%** Points Allocation = 5 **Points**		
Companies that are less than 50% owned by South African citizen. **25%** Points Allocation = 2.5 **Points**		
Promotion of business: - located within KZN province.	**10 Points**	Preferred address on CSD report and certified copy of utility bill on property rates and services for the Enterprise / Company. Or Preferred address on CSD report and original letter for the

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		Enterprise or Company from Induna / Chief/ ward Councillor. (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM PROINTS	**20**	

180 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : **Ms V Dlamini**
Telephone : **039 259 5099**
Email Address : **dlaminiv@umzimkhululm.gov.za**

All SCM compliance enquiries shall be directed to:

Attention : **Mr S Ndawonde**
Telephone : **039 259 5089**
Email Address : **ndawondes@umzimkhululm.gov.za**

Closing date

Quote documents in a sealed envelopes clearly indicating the **Quote number and Quote 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 pm of 25th of July 2024** Telegraphic, telex, telephone, electronic, facsimile, and late quotes will not be accepted.

Quoters may only be submitted along with the Quotation documentation provided by the municipality.

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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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DR. C. A. NGQOYIYA
MUNICIPAL MANAGER