

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 25/06/2020  
KZN435/19/20/ 032/ INFR

### 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	CIDB GRADING	BRIEFING DATE
CONSTRUCTION OF NEW MUNICIPAL OFFICE BUILDING - PHASE 1	ULM-INFR028/20	7 GB or Higher	08/07/2020 @ 10h:00

Tender documents will be available on the municipal website ([www.umzimkhulum.gov.za](http://www.umzimkhulum.gov.za)) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the **non-refundable payment of R500 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **01<sup>st</sup> of July 2020**; cut-off time for buying documents is the **8<sup>th</sup> of July, 15 minutes before the briefing time.**

Briefing meeting (Not compulsory) is scheduled to take place at **Umzimkhulu Municipality Makhosini Building Boardroom, 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 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).

Service providers must meet the minimum threshold **percentage for local production and content for the Steel products and content for Steel production and components for Construction of 100% in accordance with the terms of Regulation 13 of the Preferential Procurement Regulations, 2017.**

**Only locally product goods or services that meet the stipulated minimum threshold for local production and content as determined by DTI will be considered for acceptance. Any tender that does not meet the minimum threshold is an unacceptable tender.**

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

**PRE-QUALIFICATION CRITERIA WILL BE CONSIDERED**

- **30% compulsory Sub-contracting to 51% black owned by either blacks, black youth, black women, black people with disabilities, black people living in rural or underdeveloped areas, black people who are military veterans**

**Second Phase of Evaluation**

**Evaluation criteria**

**Criteria for functionality**

A maximum of Sixty Five (65) points is attainable by the summation of the total of each category.

**Only bidders which have obtained a minimum of 60% or 39 points will qualify for the following Stage**

<b>Experience of the Bidder</b> (Name of traceable reference with contact details to be included for verification)	Must have completed project related to Building Construction of new buildings in the last 5 years starting from 2014. Tenderers to submit a letter of appointment and completion certificate, if extension time was granted contractor should submit a letter of approval for extension of time.	<b>20</b>	List of Projects
--	--	-----------	------------------

	4 projects = 20 3 projects = 15 2 projects = 10		
<b>Experience of Site Agent</b>	Years' experience in Building / Construction of new buildings  5 years' experience =5 3 years' experience = 3.5 2 year experience = 2.5 CV with Appointment letter and Qualification certificate in Civil Engineering/ Construction Management / NQF Level 6 / equivalent must be attached with the tender document to claim the above points.	<b>5</b>	Curriculum Vitae to be attached
<b>Experience of Site foreman</b>	Years' experience in Building Construction of new buildings  5 years' experience =5 3 years' experience = 3.5 2 year experience = 2.5 CV with Appointment letter must be attached with the tender document to claim the above points.	<b>5</b>	Curriculum Vitae to be attached
<b>Method Statement</b> (relevant to the tendered project-maximum 5 pages) The method statement must include the following sub-headings: Approach Method, Time Frames, Activities(in Construction sequence), Construction Administration, Quality Management, Health and Safety Plan	Method statement met all the requirements.	<b>10</b>	Brief (5 Pages Maximum)
	Acceptable method statement. Only provided limited information	<b>5</b>	

<b>Letters of guarantee</b> (Guarantee must be 10% of tender sum)	Letter from the financial service provider must be attached in order to claim the above point		Letter from the financial service provider
	(from authorized financial institution) ( from the broker)	<b>10</b> 5	
<b>Plant and Equipment Schedule</b>	Well detailed and indicates all key plant and equipment required to execute the works	<b>15</b>	List of Plant schedule
	Minimum plant and equipment required to execute the works	7.5	

Functionality/quality: tender must achieve at least 60% (**39/65**) in order to qualify for the second stage. The 80/20 scoring will apply. The points associated with the comprehensive proposal will be awarded as reflected in the above table.

**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.**

### Contact Details

All other enquiries shall be directed to:

**Attention** : Mr L. Ndzoyiya  
**Telephone** : (039) 259 5041  
**Fax No** : (039) 259 0427  
**Email Address** : [ndzoyival@umzimkhulum.gov.za](mailto:ndzoyival@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, 31<sup>th</sup> of July 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.**

.....  
**Z. S. SIKHOSANA**  
**MUNICIPAL MANAGER**