

169 Main Street  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 01/09/2021.  
KZN435/21/22/004/PNLG

### 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
DEVELOPMENT OF UMZIMKHULU STRATEGIC PLANNING	ULM-PNLG 004/21	10/09/2021 @ 11:30am

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 R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **06<sup>th</sup> September of 2021; cut-off time for buying documents is the 10<sup>th</sup> of September 2021, 15 minutes for briefing session.**

Due to Covid-19, non-compulsory briefing sessions will be hosted on **Microsoft Teams**.

LINK: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZWNjZTUzOGItMGFiMi00ZTFhLWEyNjktMjI5ZGE1MzEzNTVm%40thread.v2/0?context=%7b%22Tid%22%3a%220b200945-5c17-4d9b-8755-251336e11857%22%2c%22Oid%22%3a%22ca639b60-8bae-42c6-aa3f-ea06b50eab7a%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWNjZTUzOGItMGFiMi00ZTFhLWEyNjktMjI5ZGE1MzEzNTVm%40thread.v2/0?context=%7b%22Tid%22%3a%220b200945-5c17-4d9b-8755-251336e11857%22%2c%22Oid%22%3a%22ca639b60-8bae-42c6-aa3f-ea06b50eab7a%22%7d)

**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 with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN 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).

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

**Evaluation criteria**

**Criteria for functionality**

**Evaluation Minimum threshold 50 points or 50%**

<b>Criteria</b>	<b>points</b>	<b>Verification Method</b>
<p><b>Relevant Experience</b> in Strategy Development: i.e. Strategic Planning or Integrated Development Plans or LED Strategy etc.</p> <p>6 Projects = 60 5 projects = 50 4 Projects = 40 3 Projects = 30</p>	<b>60</b>	Attach reference letters for previous projects.
<p><b>Expertise:</b> service provider must have;</p> <ul style="list-style-type: none"> <li>• NQF Level 7: Business Administration or Social Sciences or Town &amp; Regional Planning or Public Administration or Business Accounting &amp; or Economics.</li> <li>- NQF Level 7 &amp; Above: 20 points</li> <li>- NQF Level 6: 10 points</li> </ul> <p>(CV's and qualifications must be submitted)</p>	<b>20</b>	Attach CV's and certified copies of qualifications
<p><b>Accreditation: The company must have person registered with relevant professional body within it</b></p> <p>Registration with Professional body.</p>	<b>10</b>	Attach certified copy of certificate

<ul style="list-style-type: none"> <li>- Registration as Professional: 10 points</li> <li>- Other Registration: 05 points</li> </ul>		
<p><b>METHODOLOGY:</b></p> <p>Phase 1: preparation and initiation (inception report)</p> <p>Phase 2: conduct strategic planning council session</p> <p>Phase 3: conduct department strategic planning session (operational plans)</p> <p>Phase 4: integration</p> <p>Phase 5: completion and implementation</p> <p>Covered all aspect : 10 points</p> <p>Limited Information: 5 Points</p>	<b>10</b>	

**The points associated with the comprehensive proposal will be awarded as reflected in the above table. 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 50% (50/100) of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.**

**Validity period is 120 days.**

**Contact Details**

**SCM Compliance enquiries shall be directed to:**

**Attention : Miss O. Basi**  
**Telephone : (039) 259 5034**  
**Fax No. : (039) 259 0427**  
**Email Address : [basio@umzimkhululm.gov.za](mailto:basio@umzimkhululm.gov.za)**

**All Technical enquiries shall be directed to:**

**Attention : Mr T. Maphumulo**  
**Telephone : (039) 259 5024**  
**Fax No : (039) 259 0427**  
**Email Address : [maphumulot@umzimkhululm.gov.za](mailto:maphumulot@umzimkhululm.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, 23<sup>rd</sup> of September 2021** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation provided by the municipality.

**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**