

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 04/08/2022.
KZN435/22/23/003/CORP

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

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

TENDER NAME	PROPOSAL NUMBER	BRIEFING DATE
PROVISION OF MULTIFUNCTIONAL PRINTERS (24 MONTHS CONTRACT)	ULM-CORP 001/23	16/08/2022 @11h:30 am

Tender documents will be available on the municipal website (www.umzimkhulum.gov.za) and will also 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 **10th of August 2022**; **cut-off time for buying documents is the 16th of August 2022, 15 minutes before the briefing time.**

Non-compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Main Building Boardroom, 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 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.

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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 and functionality will be considered. uMzimkhulu Local Municipal SCM policy will apply.

Second Phase

Evaluation Criteria

Evaluation criteria Minimum threshold 30 points or 60 %

Criteria	Basis for points allocation	Max. Points	Verification Method
Company Relevant Experience The service provider must demonstrate relevant experience in provision of Multifunctional machines from 5 previous institutions	5 Completed projects	20	Appointment letter and reference letter
	3 – 4 completed projects	10	
Experience (Personnel) At least 4 years and above experience for Personnel involved in the project on day-to-day basis and must attach CV.	4 years’ experience (Machine technicians trained on the manufacture’s technology.)	20	Attach CV
	3 years’ experience (Machine technicians trained on the manufacture’s technology.)	10	

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Accreditation Must be an Authorized agent/dealer in SA to supply machines (attach licence)	Has partnership with the product manufacture's	10	attach proof of partnership status
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N.B. It compulsory for a bidder to score not less than 50% per segment in the above table, even if the bidder has scored 50% minimum threshold but score less than 50 % on one or more of the segment the bidder will be non-responsive.

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Mr S. Magaye
Telephone : (039) 259 5016
Fax No : (039) 259 0427
Email Address : magayes@umzimkhulum.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427
Email Address : basio@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, 09th of September 2022** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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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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K. V. NYAMELA
ACTING MUNICIPAL MANAGER