

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhululm.gov.za](mailto:info@umzimkhululm.gov.za)  
Tel: (039) 259 5000/5300  
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## BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL  
KZN 435

Date issued 13/03/2024.  
KZN435/23/24/018/CORP

### 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
SCREENING OF EDUCATIONAL QUALIFICATIONS (12 MONTH CONTRACT)	ULM-CORP 009/24	18 /03/2024 @10h:00 am

Quotation documents will be available on the municipal website ([www.umzimkhululm.gov.za](http://www.umzimkhululm.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 18<sup>th</sup> of March 2024; cut-off time for buying documents is the of 18<sup>th</sup> of March 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 rates and services certificate / statement / billing for the directors, owners, shareholders of 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.

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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, functionality will be considered and uMzimkhulu Local Municipal SCM policy.**

### Second Phase of Evaluation:

**Evaluation minimum threshold is 50% or 20 Points.**

Criteria	Basis for points allocation	Max. Points	Verification Method
<b>Relevant Experience:</b>  The company must have provided qualifications verification and background screening services that are accurate, dependable, and compliant.	Completed 5 projects.  = <b>20 Points</b>	<b>20</b>	Attach contactable Reference Letter and appointment letter or Purchase order
	Completed 3-4 projects.  = <b>10 Points</b>		
<b>Methodology</b>  Methodology should outline the following: <ul style="list-style-type: none"> <li>➤ Range of services</li> <li>➤ Compliance and security in terms of POPI Act</li> <li>➤ Clear turnaround time</li> </ul>	Fully outlined methodology = <b>20 points</b>	<b>20</b>	Project methodology
	Partially outlined methodology = <b>10 points</b>		
<b>TOTAL POINTS</b>		<b>40</b>	

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**NB: It is compulsory for a bidder to score not less than 50% per segment on the above table. Even if the bidder has scored the 50% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.**

The 80/20 scoring will apply;  
80 Price  
20 Specific goals

### SPECIFIC GOALS

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system)	Verification document(s)
<b>Specific goals 2: RDP Goals</b>			
Companies that are 100% owned by south African citizen. 100 % Points allocation = <b>20 points</b>	<b>Max. Points</b>  <b>20</b>		CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. 50% Points allocation = <b>10 Points</b>			Or Detailed CSD report verification on CSD portal by the Municipality)
Companies that are less than 50% owned by South African citizen. 25% Points allocation = <b>5 Points</b>			Or Certified Copy RSA Identity document of the director(s)
<b>TOTAL / MAXIMUM PROINTS</b>		<b>20</b>	

**120 days Price Validity**

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### Contact Details

All Technical enquiries shall be directed to:

Attention : Mr S. Damoyi  
Telephone : (039) 259 5038  
Email Address : [damovis@umzimkhululm.gov.za](mailto:damovis@umzimkhululm.gov.za)

All SCM compliance enquiries shall be directed to:

Attention : Mr Z. Ngwane  
Telephone : 039 259 5220  
Email Address : [ngwanez@umzimkhululm.gov.za](mailto:ngwanez@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 27<sup>th</sup> of March 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.

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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C. A. NGQOYIYA  
MUNICIPAL MANAGER