

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 25/01/2019
KZN435/18/19/022/PNLG

INVITATION TO TENDER RE-ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
SUPPLY, DELIVER AND INSTALL PLOTTER MACHINE	ULM-PNLG 010/17	04/02/2019 @11h00

Tender documents will 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 **29th of January 2019**; cut-off time for buying documents is the **4th of February 2019**, 15 minutes before the briefing time.

Compulsory briefing meeting is scheduled to take place at **169 Main Street, Umzimkhulu 3297 Municipal Boardroom**.

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
- MBD 4, 8 & 9 -
- Municipal rates certificate / statement for the Directors and the company
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

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- 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.

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

Evaluation Criteria

Functionality

Evaluation minimum threshold (60% or 27 points)

Criteria	Basis for points allocation	Score	Max. Points	Verification Method
Relevant Experience (Name of traceable references with contact details to be included for verification). The company must have completed at least 5 similar projects in the last 5 years; for each project an appointment letter and a letter of completion must be provided.	Relevant Experience: No. of projects completed 5 and above - Excellent	Excellent	20	List of projects With reference letters
	Relevant Experience: No. of projects completed 4 - Good	Good	15	List of projects with reference letters
	Relevant Experience: No. of projects completed 3 - Fair	Fair	10	List of projects with reference letters

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<p>Methodology</p> <p>Methodology sets out the manner in which the bidder will carry out the work. It must include supply, deliver, install and configure the software, timeframe to complete the task (maximum of 1 day upon delivery during working hours)</p>	<p>Clear methodology with concise work breakdown structure, timeframe of one day, number of hours for the activities.</p>	Good	5	Project methodology
	<p>Methodology is not clear or doesn't have a logical process flow. Timeframe of two days</p>	Fair	2.5	Project methodology
<p>Expertise</p> <p>The criteria that is to be used is as follows: proven experience in assembling the hardware, installing and configuring the software, networking the software and project management.</p>	<p>No. of printer/plotter hardware and software assembling, installations and configurations on a network and desktop environment. Number is greater than 5 in the last 5 financial years</p>	Excellent	20	CV with traceable references
	<p>No. of printer/plotter hardware and software assembling, installations and configurations on a network and desktop environment. Number is 4 in the last 5 financial years</p>	Good	15	CV with traceable references
	<p>No. of printer/plotter hardware and software assembling, installations and configurations on a network and desktop</p>	Fair	10	CV with traceable references

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	environment. Number is 3 in the last 5 financial years			
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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

120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Mr V Mbuqe
Telephone : (039) 259 5040
Fax No : (039) 259 0427
Email Address : mbuqev@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, 15 of February 2019** 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

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Z. S. SIKHOSANA
MUNICIPAL MANAGER