

169 Main Street
Private Bag 53
Umzimkhulu
3297



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Tel: (039) 259 5000/5300
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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 24/04/2024.
KZN435/23/24/019/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
PROCUREMENT OF SECURE OFFSITE DOCUMENTS STORAGE (36 months contract)	ULM-CORP 010/24	29/04/2024 @11h:30 am

Quotation 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 **R300 per document** or a bank guaranteed cheque made out to **uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **26th of April 2024**; **cut-off time for buying documents is the 29th of April 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 Criteria Functionality

Evaluation minimum threshold is 57% or 40 Points.

Criteria	Maximum Points	Verification Method
<p>Experience: (5 projects in archiving storage & management of government institutions document in past 5 years and attach traceable references letters)</p> <p>5 projects and above = 40 points 3-4 projects = 20 points</p>	Max. Points 40 points	Attach traceable reference letters
<p>Methodology (structure of document Management plan) the bidder must touch on the following topic on their methodology.</p> <ul style="list-style-type: none"> • Security • Disaster Prevention • Facility • Delivery Vehicles 	Max. Points 20 points	Project Methodology

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The bidder who touched all these topics will get maximum points of 20 Points .		
The bidder who touched these topics partially will get 10 Points		
Accreditation (with board of National Archives) The bidder must submit the certificate from National Archives	10 Points	Certified copy of certificate from National Archives

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 57% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

NB. It is compulsory for a bidder to score 100% on accreditation.

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)
Specific goals 2: RDP Goals		
Companies that are 100% owned by south African citizen. 100% Points allocation =10 points	Max. Points	CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 5 Points		Or

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<p>Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 2.5 Points</p>	<p>10</p>	<p>Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)</p>
<p>Promotion of business: - located within KZN province.</p>	<p>Max. Points 10</p>	<p>Preferred Address on CSD Report and any one of the following: - Certified copy of a utility bill for property rates and services or - Valid lease agreement or - Original letter from the Chief or Local leader (Induna) or Original proof of residence signed by a Ward Councilor.</p>
<p>TOTAL / MAXIMUM POINTS</p>	<p>20</p>	

120 days Price Validity

Contact Details

All Technical enquiries shall be directed to:

Attention : Ms N. Mabuntana
Telephone : (039) 259 5042
Email Address : mabuntanan@umzimkhulum.gov.za

All SCM compliance enquiries shall be directed to:

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Attention : Mr Z. Ngwane
Telephone : 039 259 5220
Email Address : ngwanez@umzimkhulum.gov.za

Closing date

Quotation 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 pm of 08th of May 2024**. Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted along with 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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C. A. NGQOYIYA
MUNICIPAL MANAGER