

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

**OFFICE OF THE MUNICIPAL MANAGER**

PROVINCE OF KWAZULU-NATAL  
KZN 435

**Date issued 14/05/2026**

**KZN435/25/26/017/MM/COMM**

**INVITATION TO TENDER  
UMZIMKHULU LOCAL MUNICIPALITY**

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

<b>TENDER NAME</b>	<b>TENDER NUMBER</b>	<b>BRIEFING DATE</b>
DESIGN, PRINT, SUPPLY AND DELIVER OF DIRIES, NOTEBOOK AND ANNUAL REPORT (24 MONTHS CONTRACT)	ULM-MM/COMM 005/26	26/05/2026 @ 10:00

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 R150 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 19<sup>th</sup> of May 2026; cut-off time for buying documents is the 26<sup>th</sup> of May 2026 15 minutes before the briefing time.

A 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 Tenderer 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 4,6.1,8 & 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.

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL  
KZN 435

- 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 on the document. Tender document must be signed by the authorized person.
- NB: In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The municipality reserves the right to reject the tender if corrections are not made in accordance with the statement above. (Usage of correction pen is not permitted)

**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 Criteria for functionality

**Minimum threshold is 50% or 30 points.**

Criteria	Maximum points	Verification Method
<b>Relevant Experience: DESIGN, PRINT SUPPLY AND DELIVER DIARIES, NOTEBOOKS ,CALENDARS AND ANNUAL REPORTS completed in the past 5 years starting from 2021 to date.</b> ➤ 7 or more completed projects = 60 Points  3 – 6 completed projects = 30 Points	60	Attach reference letters with traceable contact details.

**NB: A bidder must score at least 50% in the above table. Any bidder who scores below 50% or 30 Points will be regarded as non-responsive.**

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

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

**OFFICE OF THE MUNICIPAL MANAGER**

PROVINCE OF KWAZULU-NATAL  
KZN 435

**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. <b>100% Points allocation =10 points</b>	<b>Max Points 10</b>	CIPC registration Certificate (Companies and Intellectual Property Commission) Or 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)
Companies that are 50% owned by South African citizen. <b>50% Points Allocation = 5 Points</b>		
Companies that are less than 50% owned by South African citizen. <b>25% Points Allocation = 2.5 Points</b>		
<b>Promotion of business:</b> - located within KZN province.	<b>10 Points</b>	Preferred address on CSD report and certified copy of utility bill on property rates and services for the Enterprise or Company. Or Preferred address on CSD report and original letter for the Enterprise or Company from Induna / Chief/ ward Councillor.  (verification on CSD portal by the Municipality)
<b>TOTAL / MAXIMUM POINTS</b>	<b>20</b>	

**180 days Price Validity**

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

## OFFICE OF THE MUNICIPAL MANAGER

PROVINCE OF KWAZULU-NATAL  
KZN 436

### Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. W. Mgcina  
Telephone : 039 259 5078  
Cell No. : 076 401 5728 (During office hours from 08:00 am to 16:30 )  
Email Address : [mgcinaw@umzimkhulum.gov.za](mailto:mgcinaw@umzimkhulum.gov.za)

All SCM compliance enquiries shall be directed to:

Attention : Mr. S Ndawonde  
Telephone : 039 259 5089  
Email Address : [ndawondes@umzimkhulum.gov.za](mailto:ndawondes@umzimkhulum.gov.za)

### Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and tender 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, 5<sup>th</sup> of June 2026**. 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.**

.....  
  
**DR. C. A. NGQOYIYA**  
**MUNICIPAL MANAGER**