



TENDER ADVERT

uMGUNGUNDLOVU DISTRICT MUNICIPALITY

INVITATION FOR SERVICE PROVIDERS TO FORM A PANEL OF ESTATE AGENTS FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY

TENDER NO. 01/2022

The uMgungundlovu District Municipality seeks professional service providers to form a Panel of Estate agents to provide immovable properties for leasing for the municipality for a period of 3 years.

Tender documents can be downloaded from the municipal website at www.umdmd.gov.za / e-tenders portal at www.etenders.gov.za or alternatively can be collected from offices of the Cashier at the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg. If tenders are collected, a non-refundable tender deposit of R150.00 is payable to the uMgungundlovu District Municipality. Any queries can be directed to Ms. H. Makanya via email hlengiwe.makanya@umdmd.gov.za. **A compulsory Briefing Session** will be held on **12 September 2022 at 10am** at uMgungundlovu District Municipality Council chamber, 242 Langalibalele Street, Pietermaritzburg, all Covid 19 health and safety protocols will be followed. Non-attendance at the Compulsory Briefing Session will render any tender submission invalid.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg, before **12h00 on 07 October 2022**, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late Tenders or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

All eligibility criteria must be furnished accordingly, where mandatory or applicable. Tenderers will thereafter be evaluated on price and preference. Tenderers that qualified in terms of the eligibility criteria will then be evaluated in terms of the 80/20 preference point system. The 80/20 Preference Points system will be applicable, with 80 points for price and 20 points for B-BBEE Status Level of Contribution as prescribed in terms of the Preferential Procurement Regulations 2017.

Tenderers must be registered with the Estate Agent Affairs Board (EAAB) and must attach certified copy of certificate as proof

Tenderers must provide reference letters (minimum of one) from clients in leasing of immovable properties to both public and/or private sectors to substantiate their ability to undertake the required services. References must indicate the nature of work, commencement date, end date (i.e., leasing of immovable properties) successfully executed and completed by the tenderers within the past 5 years.

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price based on the following criteria:

No.	CRITERIA	WEIGHT MAX POINTS	EVIDENCE
1.	Company Experience	40	List of Company experience and Company registration document
2.	Capacity	30	CVs of key personnel
3.	Trade Reference	30	Reference letters
TOTAL POINTS		100	

All service providers intending to submit a tender are required to be registered on the Central Supplier Database.

Tenderers shall take note of the following Tender Conditions:

- uMgungundlovu District Municipality's procurement policy will apply,
- uMgungundlovu District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

Dr. RMB Ngcobo
Municipal Manager
uMgungundlovu District Municipality