



TENDER ADVERT

uMGUNGUNDLOVU DISTRICT MUNICIPALITY

INVITATION FOR SERVICE PROVIDERS FOR THE LEASING OF 33 NEW MULTIUNCTIONAL PHOTOCOPIERS FOR uMGUNGUNDLOVU DISTRICT MUNICIPALITY

TENDER NO. 16/2021

The uMgungundlovu District Municipality seeks professional service providers with an office based in KwaZulu-Natal for the provision of thirty-three (33) new multifunctional photocopiers on a 36 months lease agreement.

Tender documents can be downloaded from the municipal website at www.umdmd.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. Hlengiwe Makanya via email hlengiwe.makanya@umdmd.gov.za as a Briefing Session cannot be held due to the National State of Disaster. Written queries are to be sent in one week before the tender closing date for a timely written response.

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 30 August 2021, 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 will be evaluated in terms of functionality as part of the minimum requirements before evaluated on price and preference based on the following criteria:

Evaluation Criteria	Weight
Tenderers Experience - Track Record	50
Human Resources - Personnel's Experience	20
Financial resources - Bank rating	30
Total	100

Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 60 points will then be evaluated in terms 80/20 preference point system.

Tenderers are required to demonstrate experience in working with municipalities and/or government entities and must submit a minimum of one written testimonial from clients to substantiate their ability to undertake the required services. Reference must indicate that the nature of works is similar to works required in this tender document as well as that the value of works completed exceeded R200,000.00

Tenderers must submit CVs of Five Technicians under the employment of the Service Provider (Technicians must have 2 or more years' experience with the service provider. Proof of appointment date must be provided e.g. Appointment Letter)

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
