

THE MSUNDUZI MUNICIPALITY

QUOTATION NOTICE

QUOTATION No. Q12/1087R OF 24/25

**SUPPLY AND DELIVER BRANDING EQUIPMENT TO THE COMMUNICATIONS AND IGR
UNIT**

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above works.

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **12h00 on Thursday, 17 April 2025**. A non-refundable tender fee in the amount **R 252.92** (Including VAT) per document shall be levied. Only cash or EFT transactions will be accepted. Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on **www.etenders.gov.za**

For any technical related enquiries, please contact Ntobeko Mkhize (Communications and Intergovernmental Relations) on direct Telephone No. 033 - 392 2585 or e-mail address ntobeko.mkhize@Msunduzi.gov.za.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Sealed quotation endorsed on the envelope “**QUOTATION No. Q12/1087R OF 24/25**” must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297; 30.3610014), not later than **12h00, on Friday, 25 April 2025**, when it will be publicly opened. Only quotations placed in the Tender Box shall be accepted.

The Validity period shall hold firm for ninety (90) days commencing from closing date of the quotation.

Tender Adjudication & Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act No. 28 of 2024. The Functionality for Stage One shall be evaluated on the following criteria:

| No | STAGE ONE FUNCTIONALITY | MAXIMUM POINTS |
|-----------------------------------|--|-----------------------|
| 1 | Related experience of company (Number of projects the supplier has executed in any of the follow Branding or Promotional materials) | 8 |
| Total Functionality Points | | 8 Points |
| Minimum Threshold | | 65% (5 Points) |

The allocation of Preference Points will be according to the following Specific Goals:

| Specific Goals | Description | Maximum Points |
|---|---|----------------|
| Black Owned Enterprise (BOE)" | At least 51% South African Black ownership and/or more than 51% management controlled by South African black people (Black Owned Enterprise (BOE)) | 10 |
| Business Enterprises owned by Youth | ≥ 51 % Youth Owned Enterprise or 51% Management Control by Youth People. | 05 |
| Location of Business Enterprise | The promotion of enterprises located in a specific municipal area for work to be done or services rendered – Within Msunduzi Municipality's jurisdiction. | 05 |
| Total Preference Points (Specific Goals) | | 20 |

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

NM NGCOBO (ACTING MUNICIPAL MANAGER)