

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 2 OF 21/22

PROPOSAL CALL FOR A SPECIAL LOCAL ECONOMIC DEVELOPMENT PANEL TO PROVIDE CAPACITY BUILDING AND COOPERATIVE MENTORSHIP WITHIN MSUNDUZI MUNICIPALITY

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Service Providers for the appointment of a special local economic panel to provide capacity building and mentorship to Cooperatives within Msunduzi Municipality.

Interested tenderers are required to submit a **Bidder Registration Form** of which is available on the Msunduzi Municipality's website www.msunduzi.gov.za in the Tenders Folder / Database Forms. The registration period will begin from **Thursday, 22 July 2021** and end at the close of business (17H00) on **Friday, 30 July 2021**. The Bidder Registration Form must be completed and e-mailed to vinay.mohanlal@msunduzi.gov.za. ***Tenderers who fail to register within the above registration period will not be eligible to submit a tender document.***

Tenderers will thereafter be informed in due course of the details of the virtual Tender Briefing Meeting via Microsoft Teams once potential tenderers have submitted their Bidder Registration Forms. Tenderers that do not receive any confirmation of receipt within 48 working hours at the end of the above registration period must request such via an e-mail to vinay.mohanlal@msunduzi.gov.za.

The Msunduzi Municipality will continue to advertise its Tender Notices on the National Treasury e-Tender Portal and Municipal website. Tender documents will only be emailed to potential tenderers that have timeously submitted their Bidder Registration Forms.

For any technical related enquiries, please contact either Mthobisi Khumalo or Nosihle Nzama (Development Services Unit) on direct Telephone No's 033 – 392 2493 or 033 – 392 2589 respectively or e-mail addresses mthobisi.khumalo@msunduzi.gov.za or nosihle.nzama@msunduzi.gov.za respectively.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with "**Contract No. SCM 2 of 21/22**" and the **Contract Description** and must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, 3201, not later than **12h00 on Monday, 30 August 2021**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

| No. | Evaluation Criteria | Maximum Points |
|---|--|------------------------|
| 1. | Company Reputation / Previous Experience: Number of Similar Projects | 30 Points |
| Total Functionality Points | | 30 Points |
| Threshold to Qualify for Stage Two | | 65% (20 Points) |

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

M. P. KHATHIDE (CITY MANAGER)