

MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 22 OF 20/21

**CALL FOR PUBLIC TENDERS FROM ELIGIBLE RECRUITMENT AGENCIES FOR
COLLECTION & DELIVERY; SORTING; DRAWING OF MATRIX FOR ADVERTISED
VACANCIES AND REFERENCE CHECKS OF RECOMMENDED CANDIDATES FOR
MSUNDUZI MUNICIPALITY**

TENDER NOTICE

The Msunduzi Municipality hereby invites of public tenders to invite competent service providers to undertake collection & delivery; sorting, drawing of matrices for advertised vacancies and conducting vetting and verification processes of recommended candidates for Msunduzi Municipality hereafter referred to as the Municipality, over a three-year period.

It is compulsory for all interested tenderers to download a **Tender Registration Form** in order for the tender document to be emailed to the interested tenderer. The Tender Registration Form is available on the Municipality's website www.msunduzi.gov.za in the Tenders Folder. The Tender Registration Form must be completed and emailed to the following email address: procurement@msunduzi.gov.za for registration. The registration will start from **Thursday, 29 November 2020** until **9 November 2020** at **23h59**.

No tender registration will be considered after the above closing date and time for registration. Tenderers who fail to register within the registration period will not be eligible to receive the tender document and to submit their respective tender documents when the tender closes.

Tenderers will thereafter receive an email from **Phiwe Mthlane** with the tender document and the date of the **Virtual Briefing Meeting**. Tenderers that do not receive this confirmation email within 24 hours of sending the registration form, an email request must be forwarded to procurement@msunduzi.gov.za or alternatively call **033-392 2486**.

The Municipality will continue to advertise its Tender Notices in the National Treasury eTender Portal and Municipal website, but the tender documents will be emailed to potential tenderers that submitted their Tender Registration Form on time.

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 22 of 20/21**" and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00**, on **30 November 2020**, 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 Evaluation Criteria: The tender 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.

No.	Evaluation Criteria	Maximum Points
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1	LOCALITY	20 Points
2	NUMBER OF SIMILAR PROJECTS WHERE THE SERVICE PROVIDER PROVIDED ADMINISTRATIVE ASSISTANCE IN THE COLLECTION, SORTING, , DRAWING OF MATRIX AND VERIFICATION ON A LARGE SCALE	20 Points
3	THE NUMBER OF YEARS' EXPERIENCE THAT THE SERVICE PROVIDER HAS IN HANDLING SIMILAR PROJECTS OF ADMINISTRATIVE ASSISTANCE IN LOCAL GOVERNMENT	20 Points
Total Functionality Points		60Points
Threshold to Qualify for Stage Two		(42 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.

MR M KHATHIDE (CITY MANAGER)