

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 24 OF 24/25

**CALL FOR PUBLIC TENDERS FROM ELIGIBLE RECRUITMENT AGENCIES FOR THE
COLLECTION AND DELIVERY, SORTING, DRAWING OF MATRIX FOR ADVERTISED
VACANCIES AND REFERENCE CHECKS OF SHORTLISTED CANDIDATES FOR THE
MSUNDUZI MUNICIPALITY**

TENDER NOTICE

Tenders are hereby invited from eligible Recruitment Agencies for the collection and delivery, sorting, drawing of matrix for advertised vacancies and reference checks of shortlisted candidates for the Msunduzi Municipality.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 13 November 2024.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R1,264.62 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Phwayinkosi Khumalo (Human Resources Unit) on direct Telephone No. 033 – 392 2615 or e-mail address **phwayinkosi.khumalo@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

A non-compulsory **Tender Briefing Meeting** will be held on **Tuesday, 26 November 2024**, in the **EXCO Boardroom, 4th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg**, commencing at **10h00**.

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 24 of 24/25**” and the **Contract Description** and 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, 13 December 2024**, 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 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, Act No. 28 of 2024.

The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	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
2.	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		40 Points
Minimum Threshold (70%)		28 Points

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

No.	Specific Goal	Description	Points
1.	Black Owned Enterprise	Business Enterprise with at least 51% South African Black ownership and/or more than 51% management control by South African Black people.	10
2.	Business Enterprise Owned by Women	Business Enterprise with at least 51% owned and controlled by one or more Women and whose management and daily business operations are under the control of one or more Women.	5
3.	Location of Business Enterprise	Place or structure occupied by a Business Enterprise used in conducting business within the Msunduzi Municipality's jurisdiction.	5
Total Preference Points (Specific Goals)			20

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.

MRS N. M. NGCOBO (ACTING MUNICIPAL MANAGER)