

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 26 OF 20/21

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO UNDERTAKE AD-HOC PROFESSIONAL PLANNING AND DEVELOPMENT SERVICES FOR PROJECTS ON AN “AS AND WHEN” REQUIRED BASIS

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers to undertake ad-hoc professional planning and development services for projects on an “as and when” required basis over a period of three (3) years.

Interested tenderers are required to submit a **Bid Registration Form** of which is available on the Msunduzi Municipality’s website www.msunduzi.gov.za in the Tenders Folder / Database Forms. The registration will begin from **12 November 2020** and end at 23H59 on **20 November 2020**. The Bid Registration Form must be completed and emailed to procurement@msunduzi.gov.za (and copied 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 mode and details of the **Tender Briefing Meeting** once potential tenderers have submitted their Bid Registration Forms. Tenderers that do not receive any confirmation within 48 working hours at the end of the above registration period must request such via email to procurement@msunduzi.gov.za (and copied 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 Bid Registration Forms.

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 26 of 20/21**” 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 Tuesday, 15 December 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 Adjudication/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. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	Project Team Experience	50
2.	Similar Projects	10
Total Functionality Points		60
Threshold to Qualify for Stage Two		75%

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)