

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM18 OF 20/21**

**PROPOSED APPOINTMENT OF A PANEL OF CONSULTANTS TO UNDERTAKE  
FUNDRAISING AND PROJECT MANAGEMENT**

**TENDER NOTICE**

The Msunduzi Municipality hereby invites service providers to undertake fundraising at risk for Municipal key catalytic projects.

Tender documents will be made available to tenderers from **14h00 on Wednesday, 14 October 2020**.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **[www.etenders.gov.za](http://www.etenders.gov.za)**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R946.45(including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).**

Any enquiries or questions relating to this tender must be forwarded to Phiwe Mthlane (Supply Chain Management Unit) on e-mail address [phiwe.mthlane@msunduzi.gov.za](mailto:phiwe.mthlane@msunduzi.gov.za). A consolidated response will be published onto the Msunduzi Municipality's website seven (7) calendar days before the date of tender closing. **Note that no enquiries or questions will be attended to in the last seven (7) calendar days before the date of tender closing.**

**Tenders must be submitted both in hard copy and on CD/USB flash Drive contained in sealed envelopes and marked with “Contract No. SCM18 OF 20/21”** with 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 16 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 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
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<b>1</b>	<b>Project Team</b>	<b>45</b>
<b>2</b>	<b>Company Profile Highlighting years of experience in fundraising</b>	<b>10</b>
<b>3</b>	<b>Previous Experience in successfully obtaining funding.</b>	<b>10</b>
<b>4</b>	<b>Previous Experience in preparing a Business Plan for sourcing of funds.</b>	<b>10</b>
<b>Total Functionality Points</b>		<b>75 Points</b>
<b>Threshold to Qualify for Stage Two</b>		<b>(45 Points)</b>

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)**