

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 33 OF 24/25

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE DESIGN, SUPPLY, DELIVERY AND INSTALLATION OF CORPORATE SIGNAGE, PROMOTIONAL AND BRANDING MATERIALS FOR THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced service providers for the supply, deliver and install corporate signage, promotional and branding materials. The intention of the Municipality is to appoint a panel of Service Providers for a period of three years.

Tender documents will be made available to tenderers from **14h00 on Monday, 2 December 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 **R758.77 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Ntobeko Mkhize (Communications and Intergovernmental Relations) on direct Telephone No. 073 579 0564 or e-mail address Ntobeko.mkhize@Msunduzi.gov.za.

For any procurement related enquiries, please contact Vuyani Msimang (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2807 or e-mail address vuyani.msimang@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on CD/USB Flash Drive contained in sealed envelopes and marked with “**SCM 33 OF 24/25**” and the **Contract Description** 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, 31 January 2025**, 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 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 No. 28 of 2024. The Functionality for Stage One shall be evaluated on the following criteria:

No	Stage One - Functionality	Maximum Points
1	Related experience of company - Number of projects the supplier has executed in any of the follow (<i>Branding materials Promotional material Corporate signage Official portraits</i>)	12

Total Functionality Points	12 Points
Minimum Threshold	50% (6 Points)

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

Specific Goals	Description	Maximum Points
Black Owned Enterprise (BOE)	Black Owned Enterprise (BOE) in this context refers to a "black-owned enterprise" with at least 51% South African black ownership and/or more than 51% management control by South African black people	10 points
Women owned businesses	Women Owned Enterprise or Enterprise with at least 50% South African women ownership	5 points
Location of a Business Enterprise	Means Business location is defined as a place or structure occupied by a firm or enterprise to run its operations. This includes any structure or establishment used in conducting a business within the Msunduzi municipality jurisdiction	5 Points
Total Preference Points (Specific Goals)		20

Tenderers 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.

NM NGCOBO (ACTING MUNICIPAL MANAGER)