

THE MSUNDUZI MUNICIPALITY

SUPPLY AND SERVICES CONTRACT No. SS 6 OF 2024 - SECTION 2

**PROVISION OF A CLEANING SERVICES FOR VARIOUS MSUNDUZI MUNICIPALITY
LIBRARIES - FOR SUPPLY AND SERVICES CONTRACT No. 6 OF 2025 –
SECTION 2 PANEL OF TWO SERVICE PROVIDERS**

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Service Providers for the Provision of Cleaning Services for Various Msunduzi Municipality Libraries for a period of three years.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 02 April 2025**.

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 **R719.22 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Mandla Ntombela (Community Services – Bessie Head Library) on direct Telephone No. 033 – 392 2626 or e-mail address **mandla.ntombela@msunduzi.gov.za**.

For any procurement related enquiries, please contact Nozipho Cebekhulu (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2072 or e-mail address **Nozipho.cebekhulu@msunduzi.gov.za**.

A non-compulsory **Tender Briefing Meeting** will be held on **Thursday, 10 April 2025**, at the Bessie Head Library, 2nd floor Auditorium, **Pietermaritzburg 3201**, commencing at **10h30**.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with **“Supply and Services Contract No. 6 of 2025 – Section 6”** 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 Monday, 05 May 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: Tenderers meeting the Mandatory Requirements of 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. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Criteria	Maximum Points Awarded	Verification Document
1	Number of Related Projects Completed		A letter of appointment accompanied by signed reference letter per project.
	1 – 3 projects	5	
	4 – 6 projects	8	
	7 – 10 projects	10	
	Above 10 projects	15	
MAXIMUM POINTS SCORED		15	

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

Item No.	Criteria	Basis Of Points Allocation	Claimable Points	Verification Document
1.	Black Owned Enterprise (BOE)	A “black-owned enterprise” with at least 51% South African black ownership and/or more than 51% management control by South African black people	6 Points	Companies and Intellectual Property Commission (CIPC) certificate OR Central Supplier Database (CSD)
2.	Business Enterprises owned by Women	A woman-owned business that is at least fifty-one percent (51%) owned and controlled by one or more women and whose management and daily business operations are under the control of one (1) or more women.	6 Points	Companies and Intellectual Property Commission (CIPC) certificate OR Central Supplier Database (CSD)
3.	Location of a Business Enterprise	This includes any structure or establishment used in conducting a business within the Msunduzi Municipality’s Area of Jurisdiction	8 Points	Utility Bill or Lease Agreement Document
Total Points Awarded			20 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.

MRS N. NGCOBO (ACTING MUNICIPAL MANAGER)