

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM 20 OF 17/18**

**APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE THE SOCIAL FACILITATION  
FOR THE ESTABLISHMENT OF THE CITY IMPROVEMENT DISTRICT WITHIN THE UP-  
TOWN PRECINCT AREA**

**TENDER NOTICE**

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers to undertake the social facilitation for the establishment of the City Improvement District (CID) within the up-town precinct area.

Tender documents will be made available to tenderers from **12h00 on Tuesday, 26 September 2017**.

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 Sub-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 **R478.80 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **The cut-off time for the purchasing and collection of tender documents shall be 14h00 on Wednesday, 11 October 2017.**

For any technical related enquiries, please contact Nyakane Atkins Khoali (Town Planning Sub-Unit) on direct Telephone No. 033 – 392 2135 or e-mail address **nyakane.khoali@msunduzi.gov.za**.

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

**A compulsory Tender Briefing Meeting** will be held on **Thursday, 12 October 2017**, in the **Transportation Boardroom, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg**, commencing promptly at **10h30**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a tender document failing which the Tenderer shall be disqualified.*** Only one representative per Company or Consortium will be allowed to attend the above meeting.

Tenders contained in sealed envelopes and marked with “**Contract No. SCM 20 of 17/18**” and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Monday, 23 October 2017**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

**Tender Validity Period:** Three (3) 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:-

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<b>1.0</b>	<b>Firm/Company Profile:</b>	<b>20 Points</b>
1.1	General	10 Points
1.2	Permanent Locality of Company	10 Points
<b>2.0</b>	<b>Experience of Key Personnel:</b>	<b>50 Points</b>
2.1	Project Coordinator/Manager [Social Facilitator]	10 Points
2.2	Professional Town Planner [Professional Town Planner Registration Required: SACPLAN]	15 Points
2.3	Local Economic Development Practitioner	15 Points
2.4	Communication Team Member	10 Points
<b>3.0</b>	<b>Relevant and Related Work Towards the Establishment of Communication Strategy:</b>	<b>10 Points</b>
3.1	Number of Facilitation Work Undertaken [Proof of Reference with Contactable Details]	10 Points
<b>4.0</b>	<b>Communication Projects:</b>	<b>20 Points</b>
4.1	Number of Communication Projects [Projects to be Attached]	20 Points
<b>Total Functionality Points</b>		<b>100 Points</b>
<b>Threshold to Qualify for Stage Two</b>		<b>75% (75 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 SIZWE HADEBE (ACTING CITY MANAGER)**