

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

SPECIALISED CONTRACT No. SCM 2 OF 16/17

**APPOINTMENT OF A RECRUITMENT AGENCY FOR THE ASSESSMENT, SORTING
AND SHORTLISTING OF ADVERTISED VACANCIES FOR THE MSUNDUZI
MUNICIPALITY**

Tenders are hereby invited from suitably qualified and experienced Tenderers for the Assessment, Sorting and Shortlisting of approximately 500 advertised vacancies.

Tender documents shall be available from the Supply Chain Management Offices, 5th Floor, A. S. Chetty Building, 333 Church Street, Pietermaritzburg, from **14h30 on Tuesday, 25 October 2016**. A non- refundable tender fee in the amount **R750.12** per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Further information may be obtained from Ms Xolile Hulane on either Tel. No. 033 - 392 2112 or e-mail: xolile.hulane@msunduzi.gov.za

Sealed tenders endorsed on the envelope "**Specialised Contract No. SCM 2 of 16/17**" must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12h00 on Tuesday, 22 November 2016**, when they will be opened in public. Only tenders placed in the tender box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

Tender Validity period: Threes (3) months commencing from the closing date of the tender.

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 90/10 Preference Point System in accordance with the Preferential Procurement Regulations, 2011, 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.	Description	Maximum Points
1	Locality	10
2	Recruitment Experience Placing Local Government Senior Executives, Management and Junior Staff	10
3	No. of Similar Projects in Local Government	10
Total No. of Points		30
Threshold to Qualify For Stage 2		90%

The Council 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 Council expects businesses within the Pietermaritzburg and Midlands Region to support its contract and affirmative action programmes.

SIZWE HADEBE (ACTING MUNICIPAL MANAGER)