

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT No. SCM 6 OF 22/23

**REQUEST TO CALL FOR TENDERS FOR THE LEASING OF THE COFFEE SHOP,
OFFICE 1, OFFICE 2 AND OFFICE 3 SITUATED AT THE PIETERMARITZBURG
AIRPORT**

Tenders are hereby invited from suitably qualified and experienced Tenderers for the Leasing of the Coffee Shop, Office 1, Office 2 and Office 3 situated at the Pietermaritzburg Airport.

Interested Tenderers are to submit a **Bidder Registration Form** of which is available on the Msunduzi Municipality's website www.msunduzi.gov.za in the Tenders Folder/Database Forms. The registration will begin from **15 August 2022 and end at 17H00 on 19 August 2022**. The Bidder Registration Form must be completed and e-mailed to vinesh.govender@msunduzi.gov.za ***Tenderers who fail to register within the above registration period will not be eligible to receive and submit a tender document.***

Tender documents will only be e-mailed to potential tenderers that have submitted their Bidder Registration Forms timeously. ***The Tender document will indicate the details of the compulsory Tender Briefing Meeting.*** Tenderers who do not receive any confirmation of their Bidder Registration Forms within 48 hours at the end of the above registration period must request such via email to vinesh.govender@msunduzi.gov.za.

Printed copies of the tender document shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the registration date mentioned above at a non-refundable tender deposit fee of **R672.16 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. ***No document shall be sold from 10h00 the day before the Tender Briefing Meeting.***

The Municipality will continue to advertise its Tender Notices on the National Treasury e-Tender Portal and the Municipal website.

For any technical related enquiries regarding the Specifications, please contact Sinobuhle Shabangu on direct Telephone No. 033 – 392 2024 or e-mail sinobuhle.shabangu@msunduzi.gov.za

For any procurement related enquiries, please contact Vinesh Govender (Supply Chain Management Sub-Unit) on direct Telephone No. 033 – 392 2027 or e-mail address vinesh.govender@msunduzi.gov.za.

Tenders must be submitted together in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**CONTRACT No. SCM 6 OF 22/23**” and 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 14 September 2022**, when they will be publicly opened. 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

Four (4) months commencing from the closing date of tender.

Tender Evaluation Criteria

The tender shall be evaluated on a Two Stage Evaluation System. Stage One being Functionality and Stage Two based on the **80/20** Preferential Points System in accordance with the Preferential Procurement Regulations, 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act No. 5 of 2000.

Item	Criteria	Scoring	Max points
1	Employment of local talent (copy of organizational structure and a plan to employ local talent)	An Attached organisational structure and an undertaking to employ local talent	Max 20 points 20 Points
2	Experience in entrepreneurship (Financial statements for the past 2 years, Company's proof of registration, company resolution for applying for a lease)	Years of successful entrepreneurship: 2-4 years of successful entrepreneurship 5-10 years of successful entrepreneurship More than 10 years successful entrepreneurship	Max 30 points 10 Points 20 Points 30 Points
3	Shopfittings to be installed An undertaking to be provided by the applicant regarding shopfittings	Shopfittings to be installed <ul style="list-style-type: none">• Shopfittings between R300 000 and R500 000• Shopfittings over R500 000	Max 30 points 15 Points 30 Points
TOTAL POINTS			80 Points
THRESHOLD			70 %

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 (CITY MANAGER - ACTING)