



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTING DATE: 31 MAY 2017**

**UMZ/2016-17/BTO/PRINT&MAILING/0016**

## **SERVICE PROVIDER TO DO PRINTING AND MAILING SERVICES OF CONSUMER DEBTORS STATEMENTS**

Bidders are hereby invited to submit proposals/Quotations to do printing and mailing of consumer debtors statement Specifications are available at SCM office for free.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 12 June 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Ms. L. Matshoba 039 255 8517 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

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**GPT NOTA (MUNICIPAL MANAGER)**



## UMZIMVUBU LOCAL MUNICIPALITY



## **UMZIMVUBU** LOCAL MUNICIPALITY

### TERMS OF REFERENCE

#### PROJECT NAME: PRINTING AND MAILING OF CONSUMER DEBTORS STATEMENTS

#### 1. ADVERTISEMENT

Umzimvubu Local Municipality is seeking the service of a competent service provider to provide Printing and Mailing of Consumer Debtors Statements for the municipality. The service provider is required to provide a cost-effective and efficient printing and mailing service on behalf of the Municipality. Given the complexity of the assignment the service provider is expected to be a competent and experienced service provider.

#### Evaluation criteria

Price	-	80 points
BEE status	-	20 points

#### **MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL RESULT IN THE BID BEING DEEMED TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply. A confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE or sworn affidavits, exempt certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. Compulsory submission MBD forms 4, 8 and 9 and Billing Clearance certificate or Statement of Municipal Accounts. Tender documents will be sold at a non-refundable fee of R300.00. **No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. A compulsory briefing session will be held at Mount Frere offices on the 04 April 2017 at 11H00. Bidders must be registered on CSD and provide confirmation of registration.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant of appointment. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 19 April 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project and Reference number indicated above. **The municipality will not make any award to a person or persons working for the state.**

#### PRE – QUALIFICATION



All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 60% in order to be evaluated further.

Criteria	Maximum Points to be scored
Expertise and Experience	70
Comprehensive Methodology	30

## **2. TERMS OF REFERENCE**

The following are the assignments that are being requested from the service provider/s:

1. Provide account/statement layout to be approved by Umzimvubu Local Municipality
2. Printing of statements, covering the following elements and areas
  - 2.1.1 Reflect the property rates.
  - 2.1.2 Reflect Property value
  - 2.1.3 Reflect Property rebate
  - 2.1.4 Reflect due date of payment and municipality banking details
  - 2.1.5 Full account details
3. Mailing of Statements, covering the following elements and areas
  - 3.1.1 Report preparation and presentation.
  - 3.1.2 Time saving on distribution
4. Delivering statements to the post office for delivery.
  - 4.1.1 Tracing of correct customer postal and email addresses.
  - 4.1.2 Tracing latest customer contact details.
5. Incurring all the cost of printing and mailing +- 4000 consumer statements.

## **PROJECT PROCESS/METHODOLOGY**

The successful service provider will be required to commence work on the project within one week (7 days) of notification of appointment.

The successful tender will also be required to include the following information in their tender:

- A detailed action plan, timeframe schedule and cost breakdown (including disbursements) for completion of the project.
- The service provider's previous experience in concluding similar assignments with a list of contactable references.

## **EVALUATION CRITERIA**

Criteria	Scores	Maximum Points to be scored
<b>Company Existence in Printing and Mailing</b>		
9 years and above	10	
6 – 8 years	5	
3 – 5 years	3	

<b>Previous Experience</b>		
Proof of happy letters from current and previous employers : (Municipalities) :		60
5 – Letters	40	
4 – Letters	20	
3- Letters	10	
1-2 Letters	5	
<b>Methodology</b>		
A detailed action plan, timeframe schedule and cost breakdown.	7	

**Chief Financial Officer (CFO)**

Name: ..... Signature.....

**Municipal Manager**

Name: ..... Signature.....