



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 13 August 2020**

**UMZ/20-21/BUILDING SIGNAGE(SPU)**

**SERVICE PROVIDER FOR INSTALLATION OF MUNICIPAL BUILDING SIGNAGE**

Bidders are hereby invited to submit proposals/Quotations for service provider for installation of municipal building signage as per ToRs.

**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, 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 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 28 August 2020**. 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 Mr. K. Kalashe [Khanya.Kalashe@umzimvubu.gov.za](mailto:Khanya.Kalashe@umzimvubu.gov.za) & Mr Mbukushe (SCM Manager) 039 255 8500 [Mbukushe.Themba@umzumvubu.gov.za](mailto:Mbukushe.Themba@umzumvubu.gov.za)

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)**





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LOCAL MUNICIPALITY

## TERMS OF REFERENCE – INSTALLATION OF NEW MUNICIPAL BUILDING SIGNAGE

### 1. INTRODUCTION OF THE PROJECT

- 1.1. Umzimvubu Local Municipality invites all Service-Providers that are fully equipped and meet the minimum requirements for the **Installation of Municipal Building Signage** at EmaXesibeni and KwaBhaca Municipal Offices.

### 2. AIMS OF THE PROJECT

- 2.1 To acquire services of a Service Provider to Install Municipal Building Signage at EmaXesibeni and KwaBhaca Municipal Offices.

### 3. SCOPE OF WORK – KWABHACA

- 3.1 The successful bidder is required to install 2x 3D Mounted Logo Signage at KwaBhaca (Mount Frere) Municipal Offices.



- 3.2 The successful bidder is required to install a pixel based, flat panel display system that is suitable for external usage. The outdoor 3D Municipal signage should come with a cool white backlight. **The size of the 3D Logo is 3m width x 3m height.** The logo is to be mounted in full colours as per the Municipal Brand and Identity Manual.

- 3.3 **Product Quality:** 3D Signs & Letters, Light Up Signs & Letters, Acrylic Signs and Aluminium.

### 4. SCOPE OF WORK - EMAXESIBENI

- 4.1 The successful bidder is required to install 2x 3D Mounted Logo Signage at KwaBhaca (Mount Frere) Municipal Offices.





4.2. The successful bidder is required to install a pixel based, flat panel display system that is suitable for external usage. The outdoor 3D Municipal signage should come with a cool white backlight. **The size of the 3D Logo is 2m width x 2m height.** The logo ought to be mounted in full colours as per the Municipal Brand Identity Manual.

4.3. **Product Quality:** 3D Signs & Letters, Light Up Signs & Letters, Acrylic Signs and Aluminium.

## 5. EXPECTED OUTCOMES

5.1. The Service Provider is required to complete the project within 30 working days upon receipt of an order or an appointment letter. Failure to complete the project as per the agreement, the municipality will then reserve the rights not to accept the project after the 30 days have lapsed.

5.2. The Service Provider is required to present a sample of the structure for the project to the project manager within eleven (11) days after the order has been issued for approval before erection.

## 6. PROJECT MANAGEMENT

The Service Provider is required to work very closely with the project manager in ensuring that the project is successfully complete. It is the role of the successful bidder to exercise prompt and rapid communication with regards to challenges in completing the project.

## 7. PROJECT TIMEFRAME

The contract is for a period of 30 working days and the performance will be monitored regularly and can be terminated where there is proof of underperformance or sub-standard performance.

## 8. EVALUATION CRITERIA

The evaluation criteria will be the price and BEE points.

## PROPOSALS/SUBMISSION OF REQUIREMENTS

All proposals are to cover the following aspects:

## 9. PROPOSED METHODOLOGY

The successful bidder is expected to develop a comprehensive schedule of deliverables to be shared with the project manager. This is to ensure that the project manager is well update to date with the project.

## 10. DETAILED COMPANY PROFILE

The successful bidder is required to present a detailed company profile with highlights from previous work done. This will include a brief history of the company, field of expertise, staff resources, a proven track record of deliverables and any other relevant item to the project that would complement the company's experience / profile.



## **WHERE TO SUBMIT**

All submissions must be **clearly marked**

**“INSTALLATION OF NEW MUNICIPAL BUILDING SIGNAGE”** and be addressed for the attention of the **MUNICIPAL MANAGER: MR. G.P.T NOTA.**

Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

Due date for the submission of proposals is ..... at **12h00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

## **INFORMATION AND ENQUIRES**

### **10.1 TECHNICAL ENQUIRIES**

To the attention of the Assistant Manager Communications and Public Relation: Mr. K. Kalashe / Assistant Manager: Supply Chain Management: Mr. T. Mbukushe

**Phone:** 039 255 8548 / 8556 / 8500

**Fax:** 039 255 0167

### **10.2 OTHER ENQUIRIES**

Any other queries related to the bid must be addressed to the attention of Municipal Manager:

**Mr G.P.T NOTA**  
**813 Main Street**  
**Private Bag X 9020**  
**Mount Frere**  
**5090**

**Phone:** 039 255 8531 / 8556

**Fax:** 039 255 0167

**APPROVED BY**

  
**MRS N.N. ZEMBE**  
**MANAGER: SP AND COMMUNICATIONS**