



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 07 MAY 2018

UMZ/2017-18/NEWSLETTER INCUBATOR PROGRAMME

SERVICE PROVIDER TO PROVIDE NEWSLETTERS THROUGH INCUBATOR PROGRAMME

Bidders are hereby invited to submit proposals/Quotations to provide newsletter through the provision of incubator programme.

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 15 May 2018**, 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 Mr K Kalashe/ Mr Mbukushe (SCM Manager) 039 255 8556

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

GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU

LOCAL MUNICIPALITY

TERMS OF REFERENCE

FOR

INCUBATOR PROGRAMME: LOCAL PRINTERS PROGRAMME

1. INTRODUCTION:

- The primary purpose of the project is to appoint service providers who will provide printing services to the municipality. The programme seeks to provide valuable trading opportunities to local printers from the Umzimvubu region.
- This will allow developing SMME's an opportunity to experience and compete with established cooperatives in the print and trade industry. The successful SMME's will be required to print locally and demonstrate his/her capabilities as per the programmes requirements.

2. REQUEST TO CAPACITATE LOCAL SMME

- Umzimvubu Local Municipality is looking to capacitate and develop a local SMME's trading within the printing sector of business. The SMME's are to be located within Umzimvubu and must be willing to trade under established cooperatives for growth and development.
- The prospective SMME must be willing to own or lease a business premises in KwaBhaca or EmaXesibeni for a period not less than 3 years.

3. PHASES OF THE INCUBATOR PROGRAMME

3.1 PHASE 1

- Facilitate the registration of companies.
- Training of Local SMME's on how to establish clear brands of their companies.
- Assist the emerging company with funding agency registration.

- Assist the emerging institution in terms of establishing offices within the municipal jurisdiction.

3.2 PHASE 2

- Ensure sub-contracting with established companies at least 40% of service / goods be rendered by emerging companies.
- Evaluation and Monitoring of the progress made.
- Assist the emerging company with trading equipment.
- Assist the emerging company with a client recruitment plan.
- Assist the emerging institution with branding and marketing.
- Communications Unit to recognize the institution as an official institution for printing.

3.2 PHASE 3

- At this stage the company will be able to compete provincially and the municipality will only assist in terms of reference checking and mentorship where big jobs have been obtained.

4. QUALIFICATION CRITERIA FOR THE INCUBATOR PROGRAM

Applicants must

- Be bona fide residents of Umzimvubu Local Municipality
- Be registered in the municipal database
- Be willing to own or lease business premises in KwaBhaca or EmaXesibeni for period not less than

5. WHERE TO SUBMIT

All submissions must be **clearly marked**

“INCUBATOR PROGRAMME: LOCAL PRINTERS PROGRAMME” 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.**

6. INFORMATION AND ENQUIRES

6.1 TECHNICAL ENQUIRIES

To the attention of the Communications Officer: SP and Communications – Mr K. Kalashe
& the Assistant Manager: Supply Chain Management: Mr T. Mbukushe

Phone: 039 255 8531

Fax: 039 255 0167

6.2 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

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MRS N.N ZEMBE
MANAGER: SP AND COMMUNICATIONS