

**Tender Number: 2021/050**

**Tender Title: Appointment of a Panel of Five Service Providers to Provide Recruitment Services for the Period of Three Years**

### **T1.1 TENDER NOTICE AND INVITATION TO TENDER**

Umgeni Water is a state owned business enterprise and it operates within the South African legislative parameters of the Water Services Act 108 of 1997, Public Finance Management Act 1 of 1999 and Public Audit Act 25 of 2004.

In addition to the Eligibility Criteria specified in Clause F2.1 of the tender document, tenderers are required to fulfil the following:

**Registration with Federation of African Professional Staffing Organisations (APSO)**

Evaluation method:

The tender will firstly be evaluated on eligibility. If found to be eligible, it will be further evaluated in two stages i.e.

- Functionality shall be assessed. A minimum functionality score of 70 points is required for the tender to be considered further.
- Price & Preference using the 80/20 Preference Point Scoring System in terms of PPPFA

**Instruction for accessing and for the submission of tender documents.**

#### **How to Access Tender documents**

Tender documents are available from the Supply Chain Management Office. Documents will be issued by email, upon request and submission of proof of payment to [Zamah.gasa@umgeni.co.za](mailto:Zamah.gasa@umgeni.co.za) with the following details: **name of company, name of contact person, contactable cellphone number and telephone number and valid email address.** Documents will only be issued in electronic format, during working hours from **09h00 to 15h00 from 22 February to 05 March 2021.**

**NO TENDER DOCUMENTS WILL BE ISSUED AFTER THE STIPULATED ISSUING PERIOD INDICTAED ABOVE AND NO CONCESSIONS WILL BE MADE FOR TENDERERS WHO DO NOT PURCHASE TENDER DOCUMENTS DURING THE SAID PERIOD.**

A **NON-REFUNDABLE** tender fee of **R200** payable by Electronic Fund Transfer is required before collecting the Tender Document. Proof of EFT payment is to be provided on collection. The said transfers may be made to:

BANK NAME; NEDBANK  
ACCOUNT NAME: UMGENI WATER  
ACCOUNT NUMBER: 1196366594  
REFERENCE: TENDER NO. 2020/050 and Company Name.

**NOTE: 1 TENDER DOCUMENTS SHALL NOT BE ISSUED IF INCORRECTLY REFERENCED.  
2 TENDERER TO FORWARD NOTIFICATION OF PAYMENT BY E-MAIL TO Zamah Gasa AT Zamah.gasa@umgeni.co.za**

**NOTE: NO CASH PAYMENT WILL BE ACCEPTED WHEN ISSUING TENDER DOCUMENTS**

Queries relating to the issue of these documents shall be addressed to: Ms. Zamah Gasa, Tel No.: 033 341 1075, e-mail: [Zamah.gasa@umgeni.co.za](mailto:Zamah.gasa@umgeni.co.za)

**Prospective tenderers will be issued with a detailed PowerPoint presentation with an overview regarding the tendering procedures, scope of work and the details of the site.**

The closing time for submission of tenders is **12h00 on 25 March 2021.**

Tenders are to be deposited in the tender box located outside the main entrance at **Umgeni Water, 310 Burger Street, Pietermaritzburg.**

Persons aggrieved by decisions or actions taken by Umgeni Water, may lodge an appeal within 7 days of the date of the intention to award advertisement appearing in the relevant print media.

The appeal (clearly stating reasons for appeal) and queries with regard to the decision of award are to be directed, in writing only to the Supply Chain Management Office,  
Attention: Supply Chain Management  
Email: [appeals@umgeni.co.za](mailto:appeals@umgeni.co.za)

Note that appeals not addressed to the abovementioned email will not be considered.

*Umgeni Water's standard conditions of tender are available on Umgeni Water's website [www.umgeni.co.za/sustainable\\_development/sud.asp](http://www.umgeni.co.za/sustainable_development/sud.asp)*

*For any other tender adverts, please visit this website.*

**Umgeni Water Reserves the Right to Award the Contract In Whole or In Part**