



UNIVERSITY OF
ZULULAND

INVITATION TO TENDER

TENDER NO.: UZ06/2018

APPOINTMENT OF A SERVICE PROVIDER TO RENDER PHOTOGRAPHIC SERVICES FOR THE UNIVERSITY OF ZULULAND DURING GRADUATION CEREMONIES FOR A PERIOD OF THREE YEARS

Tenders are invited from suitable service providers to submit a full proposal and offer for the provision of photographic services for the University of Zululand during graduation ceremonies for a period of three years.

The tender is limited to service providers based within uMhlatuze municipal boundaries.

Kindly take note that this bid will be evaluated in two stages. During the first stage the bids will be evaluated on functionality, in the second stage the bid will be evaluated in accordance with the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017. Bids that fail to achieve 75 points out of 100 on functionality will not be considered for evaluation in the second stage. For the full evaluation criteria kindly obtain a copy of the bid document.

Tender documents will be available at the University of Zululand's Contracts Management Office, No. Q110, Stores Section from **Wednesday, 14 November 2018**, at a cost of **R500.00**. The documents will be issued in an electronic format on a CD in MS Office 2007 and Adobe 9. Payments for documents must be **via EFT or by manual deposit** with the tender number and company name as the reference. Please note that no cash payments will be accepted at the University. Payment details are: **University of Zululand: ABSA Bank; Account Number: 188 000 0035; Account Type: Transmission; Reference: Tender No.: UZ06/2018**. All enquiries are to be sent via e-mail only and sent to Mr D. Ngubane, email: **NgubaneD@unizulu.ac.za** (Procurement related) and Ms B. Mngadi, email: **MngadiB@unizulu.ac.za** (Technical related) during office hours (07h30-16h00).

A compulsory briefing session will be held on **Tuesday, 20 November 2018 at 10h00** at the SCM Boardroom, Kwa-Dlangezwa Campus, University of Zululand. Prospective bidders must ensure that they are at the briefing session at the stipulated time. A 10-minute grace period will be made, after which late comers will not be permitted into the venue, there will be no exceptions.

Sealed tenders endorsed **"TENDER NO.: UZ06/2018: "APPOINTMENT OF A SERVICE PROVIDER TO RENDER PHOTOGRAPHIC SERVICES FOR THE UNIVERSITY OF ZULULAND DURING GRADUATION CEREMONIES FOR A PERIOD OF THREE YEARS"** must be hand-delivered and deposited in the Tender Box at the Protective Services Department by no later than **12h00 on Friday, 07 December 2018**, where they will be opened in public. No facsimiled or telegraphic tenders will be accepted. **The University of Zululand reserves the right not to accept the lowest or any tender or to cancel the bid with notification to the tendering entities. Incomplete tender documents will be disqualified.**