

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

**RFQ: SMS (SP) 06/2021  
QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT NQF LEVEL 5,60 CREDITS TRAINING (COUNCILLORS DEVELOPMENT PROGRAMME) OF APPROXIMATELY 20 COUNCILLORS FOR MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Friday 12 March 2021**

**Closing date and time: Friday 19 March 2021 @ 14:00PM**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box

**The following conditions will apply:**

1. Supply Chain Management Unit, Financial Management Services Department, Civic Centre, Krugersdorp.  
The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
2. To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
3. According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
4. **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act: 2000 Preferential Procurement Regulations, 2017**  
**4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:**  
**(b) And EME or QSE**  
**(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.**
5. All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ [www.csd.gov.za](http://www.csd.gov.za)
6. Bidders must ensure compliance with their tax obligations.
7. Bidders (Taxpayers ) will need to register with SARS as E-Filers through the SARS's website @[www.sars.gov.za](http://www.sars.gov.za).
8. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
9. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges

10. Bidders must submit/ write their tax compliance status(TCS) number and CSD MAAA number.
11. Supply chain practitioner/s will print TCS CERTIFICATE with TAX COMPLIANCE STATUS (TC
12. No late quotations delivered after the official closing date and time will be accepted.
13. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
14. Price(s) quoted must be firm and must be inclusive of VAT.
15. A firm delivery period must be indicated.
16. All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:
17. Bidders must print the following documents from MCLM website under quotations.
  - **MBD 1. Invitation to bid**
  - **MBD 4. Declaration of interest**
  - **MBD 6.1 B-BBEE Status Level of Contribution.**
  - **MBD 8: Declaration of bidders past supply chain management practices.**
  - **MBD 9: Certificate of independent bid determination.**
  - **Sworn Affidavit: B-BBEE- (Original stamp from the Commissioner of Oath not a copy)**
  - **Authority of Signatory**

**If the MBD forms are not completed & submitted, your quotation will be rejected.**

18. No quotation will be considered from persons in service of the state (MBD4)

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

|   |   |
|---|---|
| <b>RFQ NUMBER:</b>                      | SMS (SP) 06/2021<br>FOR THE APPOINTMENT OF A QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT NQF LEVEL 5, 60 CREDITS TRAINING (COUNCILLORS DEVELOPMENT PROGRAMME) OF APPROXIMATELY 20 COUNCILLORS FOR MOGALE CITY LOCAL MUNICIPALITY   |
| <b>ADVERTISING DATE:</b>                | Friday 12 March 2021  |
| <b>DEPARTMENT:</b>                      | Department: Strategic Management Services: Section: Speakers Office   |
| <b>Central Supplier database MAAA:</b>  |   |
| <b>Tax Compliance Status (TSC) Pin:</b> |   |
| <b>DESCRIPTION OF SERVICE</b>           | <p><b><u>SCOPE OF WORK</u></b></p> <p><b><u>1. BACKGROUND</u></b></p> <p>Mogale City Local Municipality invites experienced, qualified training providers who are fully accredited to conduct NQF level 5 training with relevant Sector Education and Training Authority or Department of Higher Education and Training (DHET) (councillors development programme)</p> <p><b><u>2. SCOPE OF WORK</u></b></p> <p>1. The successful training service provider will be expected to conduct training to (20) councillors at a time in one specific course of Mogale City Local Municipality (where they would be required to apply their acquired skill and knowledge after the training)</p> <p>The project is based on the training of 20 delegates in a single group and includes the supply of the following:</p> <ol style="list-style-type: none"> <li>a. Customised delivery plan</li> <li>b. Facilitation</li> <li>c. Stationery</li> <li>d. Learner guides</li> <li>e. Certificates at the end of the course.</li> </ol> <p>3. The training service provider would be expected to deliver training on all the specific outcomes and assessment as per the registered learning programme.</p> <p><b><u>3. PROGRAMME DELIVERABLES</u></b></p> <p>3.1. Comply with the accreditation requirements (<b>attach accreditation certificate and learning programme approval letter</b>) <b>Proof of current certification of</b></p> |

**accreditation and learning programme must be submitted with quotation documents. The training provider must be registered and accredited in terms of applicable legislation of the country.**

3.2. Record, monitor and retain details of training provided to learners, and submit a report to the municipality.

3.3. Support, Co-ordinate and monitor portfolio compilation for every learner.

3.4. Assist learners where required.

3.5. Documentation and recording project progress

3.6. Programme delivery is determined by credits (1 Credit equals 10 national hours – 30% face to face and 70% practical.)

3.7. **SAQA** (South African Qualifications Authority) qualification.

3.8. Uploading of learners before training.

3.9. Provide approved material

**3.10 The Training Provider should bring all the training material required.**

3.11 Share the copies of the evaluation forms from the learners with the Learning and Development (Municipality)

#### **4. TIME FRAME**

The training is intended to commence as soon as the service provider is appointed.

#### **5. MINIMUM REQUIREMENTS OF THE TRAINING SERVICE PROVIDER**

The successful training service provider is expected to have the following verifiable / demonstrable experience and expertise:

- Accreditation and learning programme approval certificate (Attached both certificates)
- Thorough knowledge and expertise in the facilitation of application of intended training courses.
- Knowledge of Local Government environment and experience in the provision of councilor development Programmes.
- Contactable references and reference letters.

#### **7. FEE STRUCTURE**

The price quoted must be inclusive of:

- 7.1. Facilitation (Virtual Instructor-Lead)
- 7.2. Course per learner (Credit Bearing)
- 7.3. Course fee per group of 20 Councillors
- 7.4. Learner Study Material
- 7.5. Assessment and Certification.
- 7.6. Submission of Progress and close-out Report.
- 7.7. Learner support (Virtual, Telephonic and Written)
- 7.8. In-house training or within Mogale City Area of Jurisdiction.
- 7.9. Price be VAT inclusive.
- 7.10. Duration is restricted to six (6) weeks
- 7.11. Learning material and equipment must be supplied by the service provider.

**TECHNICAL EVALUATION CRITERIA**

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring. These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the tenderer will be rejected, even if the required 15 out of 25 points are achieved

| NO.          | DESCRIPTION  | WEIGHTS   | MINIMUM SCORE |
|--------------|--|-----------|---------------|
| 1            | <ul style="list-style-type: none"> <li>• <b>Qualifications, experience and expertise of the team members in relation to the requirements set out within these terms of reference.</b></li> <li>• Senior Facilitator with 6 Years' experience and Assistant Facilitator with Min of 2-3 years = 6 points</li> <li>• Senior Facilitator with 6 Years' experience and Assistant Facilitator with Min of 4-6 years = 10 points</li> </ul> Attach minimum of two (2) Curricula Vitae (CV's) of the personnel / team to be used as facilitators during the course of the project.<br><b>(Complete MBD 6.1, 8.10 fully)</b> | 10        | 6             |
| 2            | <ul style="list-style-type: none"> <li>• Training institution / training provider to provide relevant proof of accreditation with Council for Higher Education or relevant Sector Education and Training Authority</li> </ul>  | 5         | 5             |
| 3.           | <ul style="list-style-type: none"> <li>• The potential service provider's track record of similar or relevant work</li> <li>1-2 clients = 4 points</li> <li>3-4 clients = 6 points</li> <li>5 clients and above = 10 points</li> </ul> <b>(Complete MBD 6.1, 8.8 fully)</b>  | 10        | 4             |
| <b>TOTAL</b> |  | <b>25</b> | <b>15</b>     |

- The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of 15 points out of the 25 points in order to be considered to the next evaluation phase.

|   | <ul style="list-style-type: none"> <li>All information and particulars necessary to properly evaluate the tender must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard</li> </ul>  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
|---|---|-----------------------------------|--------------------------------|---|----|---|----|---|----|---|----|---|---|---|---|---|---|---|---|-----------------------------------|----------|
| <p><b>POINT SCORING</b></p>   | <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:<br/>The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <p>8. 80 points for Price<br/>9. 20 points for BBBEE level of contribution</p> <table border="1" data-bbox="597 531 1339 947"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>16</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr> <td><b>Non –compliant contributor</b></td> <td><b>0</b></td> </tr> </tbody> </table>   | BBBEE Status level of contributor | Number of points(80/20 system) | 1 | 20 | 2 | 18 | 3 | 16 | 4 | 12 | 5 | 8 | 6 | 6 | 7 | 4 | 8 | 2 | <b>Non –compliant contributor</b> | <b>0</b> |
| BBBEE Status level of contributor                                     | Number of points(80/20 system)  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 1   | 20  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 2   | 18  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 3   | 16  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 4   | 12  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 5   | 8   |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 6   | 6   |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 7   | 4   |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| 8   | 2   |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| <b>Non –compliant contributor</b>                                     | <b>0</b>  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| <p><b>PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT</b></p> | <p><b>QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017</b></p> <p>4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:<br/><b>(b) An EME or QSE</b><br/><b>(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.</b></p>  |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |
| <p><b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b></p>               | <ul style="list-style-type: none"> <li>Company registration documents</li> <li>Certified Copies of ID's of members/directors</li> <li>Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li><b>MBD 1. Invitation to bid</b></li> <li><b>MBD 4. Declaration of interest.</b></li> <li><b>MBD 6.1 B-BBEE Status Level of Contribution.</b></li> <li><b>MBD 8: Declaration of bidders past supply chain management practices.</b></li> <li><b>MBD 9: Certificate of independent bid determination.</b></li> <li><b>Schedule (fixed prices including Vat)</b></li> <li><b>Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.</b></li> <li><b>Copy of latest municipal account/signed lease agreement by both parties.</b></li> <li><b>The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease agreement which is in the name of the business and or the directors, which must stipulate the responsibility of payment of municipal services.</b> <ul style="list-style-type: none"> <li>➤ <b>If the responsibility of payment of municipal services is that of the</b></li> </ul> </li> </ul> |                                   |                                |   |    |   |    |   |    |   |    |   |   |   |   |   |   |   |   |                                   |          |

|                              |  |
|------------------------------|--|
|                              | <p><b>tenant/lessee, please provide proof of payment of those services.</b></p> <p>➤ <b>If the business operates from the different address as per CIPC document, affidavit must be provided</b></p> |
| <b>CLOSING DATE AND TIME</b> | Friday 19 March 2021 @ 11:00AM   |
| <b>SUBMISSION OF QUOTES</b>  | Tender box<br>Reception Desk of SCM Unit<br>Upper Level West Wing<br>Civic Centre<br>Krugersdorp   |
| <b>ENQUIRIES:</b>            | Davies Manzini @ davies.manzini@mogalecity.gov.za 081 033 0980   |

**CONDITIONS:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotations/s
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the updated Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

Name of Bidder: ..... Tel No/ Cell No: .....

Contact Person ..... Fax Number .....

Residential Address ..... Postal Address .....

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.....

.....

E-mail address: .....

.....

Signature ..... Date .....