



Ref: Maropeng Mokhatla (SCM)  
Tel: (011) 951-2541/2511

maropengm@mogalecity.gov.za

**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 services listed hereunder:

**RFQ: CORP (HR) 04/2012**  
**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED, QUALIFIED AND ACCREDITED SERVICE PROVIDER/S FOR IMPLEMENTATION OF GENERAL EDUCATION AND TRAINING CERTIFICATE IN ENVIRONMENTAL PRACTICE SAQA QUALIFICATION NUMBER 49752 FOR TEN (10) MUNICIPAL EMPLOYEES.**

**Advertising date: Thursday 14 July 2011**

**Closing date and time: Friday 22 July 2011 @ 11:00**

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 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, 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.
  - 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.
  - No late quotations delivered after the official closing date and time will be accepted.
  - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
  - Price(s) quoted must be firm and must be inclusive of VAT.
  - A firm delivery period must be indicated.
  - A valid, original tax clearance certificate must be attached.
  - This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
    - **MBD 4: Declaration of interest;**
    - **MBD 6.1: HDI preference points (7 points);**
    - **MBD 6.3: Promotion of SMME's (3 points)**
    - **MBD 6.11: Preference points to Mogale based companies (10 points)**
    - **MBD 8: Declaration of bidders past supply chain management practices**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)
  - **Electronic (e-mailed or faxed) quotations are not accepted.**

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

Mogale City Local Municipality requests a quotation on the goods and/or services 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>	CORP (HR) 04/2012 For implementation of general Education and Training Certificate in Environmental practice SAQA qualification number 49752 for ten (10) Municipal employees.
<b>ADVERTISING DATE:</b>	Thursday 14 July 2011
<b>DEPARTMENT:</b>	Corporate Services - Human Capital Support Section
<b>DESCRIPTION OF SERVICES</b>	<p><b>TERMS OF REFERENCE</b></p> <p><b>1. Background:</b></p> <p>Mogale City Local Municipality invites experienced, qualified training providers who are fully accredited with the relevant Sector Education and Training Authority or Department of Higher Education and Training (DHET).</p> <p>Proof of current certification of accreditation must be submitted with quotation documents (certification – full or provisional accreditation or programme approval). The training providers must be registered and accredited in terms of applicable legislation of the country.</p> <p>The training provider/s must have capacity in terms of: resources –human, physical and financial.</p> <p><b>2. Training Provider must provide:</b></p> <p>2.1 Company Profile with:</p> <p>2.1.1 References</p> <p>2.1.2 Provider Track Record</p> <p>3. Qualified assessors and moderators with the relevant Education Training Quality Assurance (ETQA).</p> <p>4. Qualified and registered facilitators/presenters for the particular programme.</p> <p><b>5. Programme Delivery</b></p> <p>5.1 Programme delivery period as determined by credits (1 credit equals 10 national hours – 30% face to face and 70% practical)</p> <p>5.2 SAQA qualification number 49752</p> <p>5.3 Uploading of learners before training</p>

	<p>5.4 Provider material must be OBE compliant:</p> <p>5.4.1 Approved material / Accredited</p> <p><b>6. Fee Structure</b></p> <p>The Prices must be inclusive of:</p> <p>6.1 Facilitation  6.2 Course fee per learner  6.3 Course fee per group of 10 employees  6.4 Submission of portfolio of evidence  6.5 Assessment and Certification  6.6 In-house training</p>																				
<p><b>EVALUATION CRITERIA:</b></p>	<p>The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> <li>80 points price</li> </ul> <p><b>CRITERIA FOR EVALUATING TECHNICAL PROPOSALS</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 specific goals and / or for achieving the prescribed reconstruction and Development Programme (RDP) goals.</p> <table border="1" data-bbox="438 1167 1423 1736"> <thead> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>WEIGHTS</th> <th>MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <ul style="list-style-type: none"> <li>Qualifications, experience and expertise of the service provider in relation to the requirements set out within these terms of reference.</li> </ul> </td> <td>10</td> <td></td> </tr> <tr> <td>2.</td> <td> <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> </td> <td>5</td> <td></td> </tr> <tr> <td>3.</td> <td> <ul style="list-style-type: none"> <li>The potential service provider's track record of similar or relevant work. Please attach the company profile</li> </ul> </td> <td>10</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td><b>25</b></td> <td><b>18</b></td> </tr> </tbody> </table> <p>The above mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 18 points is not scored for functionality, quotations will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.</p>	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none"> <li>Qualifications, experience and expertise of the service provider in relation to the requirements set out within these terms of reference.</li> </ul>	10		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		3.	<ul style="list-style-type: none"> <li>The potential service provider's track record of similar or relevant work. Please attach the company profile</li> </ul>	10			<b>TOTAL</b>	<b>25</b>	<b>18</b>
NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE																		
1	<ul style="list-style-type: none"> <li>Qualifications, experience and expertise of the service provider in relation to the requirements set out within these terms of reference.</li> </ul>	10																			
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																			
3.	<ul style="list-style-type: none"> <li>The potential service provider's track record of similar or relevant work. Please attach the company profile</li> </ul>	10																			
	<b>TOTAL</b>	<b>25</b>	<b>18</b>																		

	<p>If any criterion is rated zero points, the tenderer will be rejected, even if the required 18 out of 25 points are achieved.</p> <ul style="list-style-type: none"> <li>• 20 Preference points: <ul style="list-style-type: none"> <li>○ HDI (Historically Disadvantaged) (MBD 6.1) 6 points</li> <li>○ Female Equity (MBD 6.1) 2 points</li> <li>○ Disabled ownership (MBD 6.1) 1 point</li> <li>○ Promotion of SMME's (MBD 6.3) 3 points</li> <li>○ Mogale Based companies (MBD 6.11) 8 points</li> </ul> </li> </ul>
<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Original, valid tax clearance certificate</li> <li>• Company registration documents</li> <li>• Copies of ID's of shareholders</li> <li>• Completed MBD 4, MBD 6.1, MBD 6.3, MBD 6.11 and MBD 8</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME:</b>	Friday 22 July 2011 @ 11h00
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Mr Stanley Maleka - Human Capital Support Section at (011) 951- 2468 / 083 764 0258

Conditions:

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.

NAME OF THE BIDDER: .....

CONTACT NO:.....

TEL / CELL NO: .....

FAX NO: .....

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

