



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

**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) 05/2012**  
**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED, QUALIFIED SERVICE PROVIDER/S FOR THE IMPLEMENTATION OF WORKPLACE SKILLS PLAN LEARNING INTERVENTIONS (TRAINING OF VARIOUS OFFICIALS) FOR MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Thursday 14 July 2011**

**Closing date and time: Monday 25 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

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**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**
    - **MBD 9: Certificate of independent bid determination.**
- 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

<b>RFQ NUMBER:</b>	Q - CORP (HR) 05/2012 Appointment of service provider/s for the implementation of Workplace Skills Plan Learning interventions (Training of various officials)
<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 style="padding-left: 40px;">2.1.1 References</p> <p style="padding-left: 40px;">2.1.2 Provider Track Record</p> <p>3. Qualified assessors and moderators with the relevant Education Training Quality</p> <p>4. Assurance (ETQA).</p> <p>5. Qualified and registered facilitators/presenters for the particular programme.</p>

	<p><b>6. Programme Delivery</b></p> <p>6.1 Programme delivery period as determined by credits (1 credit equals 10 national hours – 30% face to face and 70% practical)</p> <p>6.2 Uploading of learners before training</p> <p>6.3 Provider material must be OBE compliant:</p> <p>6.3.1 Approved material / Accredited</p> <p><b>7. Facilitation of learning interventions are as follows:</b></p> <p>7.1 Report Writing (20 learners)</p> <p>7.2 Time Management for Office Professionals (20 learners)</p> <p>7.3 Business Communication Skills (20 learners)</p> <p>7.4 Minutes Taking (20 learners)</p> <p><b>8. Fee Structure</b></p> <p><b>The prices quoted must be inclusive of:</b></p> <p>8.1 Course fee per learner</p> <p>8.2 Course fee per group of 20 learners per session</p> <p>8.3 Submission of portfolio of evidence</p> <p>8.4 Assessment and Certification</p> <p>8.5 In-house training</p>
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<p><b>EVALUATION CRITERIA</b></p>	<p><b>TECHNICAL 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>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)</p> <p>The below 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, the quotation 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>
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	No.	Description	Weight	Minimum Score
	1.	<ul style="list-style-type: none"> <li>• Qualification, experience and expertise of the service provider in relation to the requirements set out within these terms of reference</li> </ul>	10	
		<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	
	2.	<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) 4 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) 10 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, MBD 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Price schedule (fixed prices including Vat)</li> </ul>			
<b>CLOSING DATE AND TIME:</b>	Monday 25 July 2011 at 11h00			
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp			
<b>ENQUIRIES:</b>	Stanley Maleka at (011) 951-2468 / 083 764 0258			

Conditions:

- All prices quoted must be **VAT inclusive**
- All prices submitted must be fixed for the period of the quotation
- All prices quoted must be valid for thirty (30) days
- No tipp-ex or correction fluid may be used on the quotation document
- Quotations completed in pencil or any erasable pen will be regarded as invalid.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

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SIGNATURE

DATE