



Ref: Maropeng Mokhatla (SCM)
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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: EM (SP) 02/2012
QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDER/S FOR CONDUCTING AND COMPILING A LEADERSHIP DEVELOPMENT LEARNING PATHWAY FOR SIXTY-EIGHT (68) COUNCILLORS FOR MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: FRIDAY 9 DECEMBER 2011

Closing date and time: TUESDAY 20 DECEMBER 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 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.
- **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 (BBEE) for attaining the BBEE status level of contribution in accordance with the table below:**
 - **MBD 4. Declaration of Interest**
 - **MBD 6.1 B-BBEE Status Level of Contribution.**
 - **MBD 6.3: Promotion of SMME**
 - **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)

**MOGALE CITY LOCAL MUNICIPALITY
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- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Mogale City Local Municipality requests a quotation on the 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.

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|--------------------------|--|
| RFQ NUMBER: | EM(SP) 02/2012 For experienced service provider to conduct and compile a Leadership Development Learning pathway for the sixty-eight (68) councilors at Mogale City Local Municipality. |
| ADVERTISING DATE: | Friday 9 December 2011 |
| DEPARTMENT | Department and Section: Office of the Speaker |
| | <p>1. BACKGROUND</p> <p>Mogale City Local Municipality requires to conduct and compile a skills profile and subsequent thereto a political leadership development learning pathway for each of the sixty-eight (68) participating councilors as well as providing possible advice on qualifications to be pursued.</p> <p>2. SCOPE</p> <ul style="list-style-type: none"> • An individual portfolio of each councillor must be compiled by the service provider. • The portfolio for each councillor must contain baseline biographical, formal education, informal education and training and work experience. • The baseline information is required to conduct and compile the skills profile and leadership learning pathway for each respective participating councillor. • Each councillor's portfolio shall be certified as complete by the Municipality as per the tick-list to be provided by the service provider. |

3. DELIVERABLES

- The appointed service provider shall process information (i.e conduct preliminary skills profile as per baseline information obtained from each of the participating councilor's portfolio).
- The service provider shall provide formal feedback (i.e compile leadership learning pathway) to the Municipality in a prescribed format (to be finalized by the Office of the Speaker).
- The formal verification process of qualifications obtained per councilor shall be referred to SAQA (South African Qualification Authority, UMALUSI (Assurance in General and Further Education and Training) QCTO (Council for Trades and Occupations) and HEQE (Higher Education Quality Committee) for accreditation.

4. DURATION

The service provider shall indicate the number of days for conducting and compiling Leadership Development Learning Pathway for sixty-eight (68) councilors.

5. Fee Structure:

The prices quoted must be inclusive of but not limited to:

- Preparation of material and equipment
- Conducting skills profiling and individual Councillor Leadership Pathway
- Verification process of sixty-eight (68) portfolios
- Facilitation fees
- Price must be inclusive of VAT.

FUNCTIONALITY SCORING

The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 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 be eligible for further evaluation and will not influence the points scored on Price.

A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.

| NO. | DESCRIPTION | WEIGHTS | MINIMUM SCORE |
|--------------|--|-----------|---------------|
| 1. | <ul style="list-style-type: none"> The service providers experienced and track record of similar or relevant work | 10 | |
| 2. | <ul style="list-style-type: none"> Available resources and equipment to execute this project. | 10 | |
| TOTAL | | 20 | 12 |

EVALUATION OF QUOTATION

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:

| 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 |
| Non –complaint contributor | 0 |

OTHER DOCUMENTS REQUIRED:

- Original, valid tax clearance certificate
- Company registration documents
- Copies of ID’s of shareholders
- Completed MBD 4, MBD 6.1, MBD 6.3, MBD 8 and MBD 9
- Copy of latest municipal account
- Price schedule (fixed prices including Vat)

| | |
|------------------------------|--|
| CLOSING DATE AND TIME | Tuesday 20 December 2011 at 11.00am |
| SUBMISSION OF QUOTES | Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp |
| ENQUIRIES: | Kgosi Thage at (011) 951 2455 / 078 357 6849 at Speaker's Office |

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.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for thirty (30) days.

NAME OF THE BIDDER:

CONTACT PERSON:

TEL/ CELL NO:

FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER