



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 goods listed hereunder

**RFQ: CORP (HR) 09/2013**

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF TRAINING SERVICE PROVIDERS TO PROVIDE INTERMEDIATE AND ADVANCED EXCEL TRAINING FOR 20 (LEARNERS) AT MOGALE CITY LOCAL MUNICIPALITY EMPLOYEES.**

**Advertising date: Wednesday 06 March 2013**

**Closing date and time: Monday 18 March 2013 @ 14:00**

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 sixty (60) 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 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  
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>	CORP(HR) 09/2013 For the Appointment of Training Service Provider/s to Provide Intermediate and Advanced Excel Training for 20(Learners) at Mogale City Local Municipality Employees.
<b>ADVERTISING DATE:</b>	Wednesday 06 March 2013
<b>DEPARTMENT:</b>	Corporate Services: Human Capital
<b>DESCRIPTION OF GOODS</b>	<p style="text-align: center;"><b><u>TERMS OF REFERENCE</u></b></p> <p><b>APPOINTMENT OF TRAINING PROVIDERS TO PROVIDE INTERMEDIATE AND ADVANCED EXCEL TRAINING FOR 20 MOGALE CITY LOCAL MUNICIPALITY EMPLOYEES.</b></p> <p><b><u>1. INTRODUCTION AND BACKGROUND</u></b> Mogale City established a need to train and develop employees to increase productivity and to enable employees to analyze large volumes of data. Mogale City Local Municipality therefore wishes to enlist the services of suitable accredited training providers to conduct aforementioned training to unemployed youths in Mogale City.</p> <p><b><u>2. SCOPE OF WORK</u></b> The successful training provider will be expected to conduct training to approximately 9 unemployed learners from Mogale City where they would be required to apply their acquired skill and knowledge after the training. The training provider would be expected to deliver training on all the relevant unit standards as per the registered programme</p> <p><b><u>3. EXPECTED DELIVERABLES</u></b> 3.1. Comply with the accreditation requirements (<b>attach accreditation certificate</b>) 3.2. Record, monitor and retain details of training provided to learners. 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. The breakdown of this qualification is 30% theoretical learning and 70% practical experience. 3.7. The qualification is expected to be delivered in the context of the work situation, since the large part of this course relies on practical experience. 3.8. The duration of the course must cover all the minimum credits.</p> <p><b><u>4. TIME FRAME</u></b> The training is intended to commence as soon as the provider is appointed</p> <p><b><u>5. MINIMUM REQUIREMENTS OF THE TRAINING PROVIDER</u></b> The successful training provider is expected to have the following verifiable / demonstrable experience and expertise:</p> <ul style="list-style-type: none"> <li>• Accreditation with relevant Seta</li> <li>• Thorough knowledge and expertise in the training of intermediate and advanced</li> </ul>

excel programme of this scale and nature.

- Knowledge of Local Government environment.

**6. TECHNICAL REQUIREMENTS OF THE PROPOSAL**

The proposal must:

- Demonstrate the understanding of the scope of the work
- Demonstrate experience / track record in undertaking similar assignments. Add at least three current contactable clients.
- Include the proposed methodology or approach envisaged in addressing the requirements in the Scope of Work
- Training would be conducted in-house
- Include an abridged company profile

**7. PRICING SCHEDULE**

The price quoted must be inclusive of:

- Bidders are requested to submit a priced proposal (including Vat) per learner
- Assessment and Certification.
- Submission of Portfolio of Evidence.
- Learner support.

**EVALUATION CRITERIA:**

The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points price
- 20 points for BBBEE Contribution level

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"> <li>• Qualifications, experience and expertise of the team members 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>	10	
2.	<ul style="list-style-type: none"> <li>• The potential service provider's track record of similar or relevant work.               <ul style="list-style-type: none"> <li>○ 1 – 2 years experience = 2 points</li> <li>○ 3– 5 years experience = 3</li> <li>○ 6 and above = 5</li> </ul> </li> </ul>	10	
		30	15

	<p>For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned. A bidder that scores less than 5 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 5 out of 10 points are achieved.</p>
<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, and MBD 8</li> <li>• Copy of latest municipal account</li> <li>• Schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME:</b>	<b>Monday 18 March 2013 @ 14h00</b>
<b>SUBMISSION OF QUOTES</b>	<p>Tender box 1  Reception desk of SCM Unit  Civic Centre  Krugersdorp</p>
<b>ENQUIRIES</b>	<p>Stanley Maleka @ 011 951-2468/2539 ; 0837640258  Email: Stanley.maleka@mogalecity.gov.za</p>

**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.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.

NAME OF THE BIDDER: ..... TEL/ CELL NO: .....

CONTACT PERSON ..... FAX NUMBER.....

