



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749
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**QUOTE NO: UBU-Q-03/09/12
Date 21 September 2012**

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION FOR CONDUCTING SKILLS
AUDIT.**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "**Quote for conducting skills audit & UBU-Q-03/09/12**" not later than **02 October 2012 on Tuesday at 12h00 to: 29 Margaret Street, Ixopo 3276**

The following conditions will apply:


- 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.
- 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 enclosed forms MBD 2, MBD 4, MBD 6.1 & MBD 8 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e rates, water)

NB: No quotations will be considered from persons in the service of the state.

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
Municipal Manager

REQUEST FOR QUOTATION: CONDUCTING SKILLS AUDIT

UBuhlebezwe Local Municipality hereby invites suitably qualified and experienced companies who will assist Ubuhlebezwe Municipality to conduct a comprehensive skills audit for 156 Municipal officials and 24 Councillors. The evaluation of the quotations will be done in terms of the Preferential Policy Frameworks Act, 2000 (Act No. 5 of 2000) and will be based on the 80/20 point system.

Terms of Reference- Conducting Skills Audit

1. Background

Ubuhlebezwe Municipality request proposal from experienced service providers to conduct skills audit for 156 Municipal Employees and 24 Councillors.

2. Scope of Service

The scope of work to include the following:-

Conduct a comprehensive skills audit that will cover the entire Employees plus Councillors that will be used to compile a Workplace Skills Plan for 2013/2014

Stage 1: Functionality

In order to reach the final stage, the bidder must obtain at least 50% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 50% will not be considered for the second stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

Qualification and functionality

Experience of the business in similar projects (maximum points = 50)

0	year	0 point
1-2	years	15 points
3-4	years	30 points
5+	years	50 points

Size of previous experience in similar projects: (size value of previous jobs) (Maximum 30 points)

R0	0 point
R1-R50 000	10 points
R50 001-R100 000	20 points
R100 000 +	30 points

Personnel Experience in similar projects (maximum points =20)

(Please attach CV's of the proposed team to conduct this project. The CV's should summaries the previous working experience clearly indicate the years.

0	year	0 point
1-2	years	10 points
3-4	years	15 points
5+	years	20 points

POINTS SYSTEM

STAGE 2:

80 points for price

20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.



GM SINEKE
MUNICIPAL MANAGER