



**UBUHLEBEZWE MUNICIPALITY**  
**CHIEF FINANCIAL OFFICE**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
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REF: 5708  
QUOTE NO: UBU-Q-01/01/19  
Date: 11 January 2019

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR AN EXPERIENCED SERVICE PROVIDER TO DO PUBLIC PARTICIPATION ON LOCAL GOVERNMENT TRAINING FOR WARD COMMITTEE MEMBERS.**

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 must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "PUBLIC PARTICIPATION TRAINING." - UBU-Q-01/01/19" not later than 18 January 2019 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.
- The quote must be submitted on a separate page containing the letterhead of your business.
- 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 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate(MBD2)
- Proof of registration in the Central supplier database
- A valid certified copy of BBEE Certificate or sworn affidavit
- Copy of Company Registration Document
- Copies of ID for Company Directors or Members
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months or an Affidavit signed by Commissioner of Oath if you do not pay municipal accounts.
- Attach the affidavit signed by Commissioner of Oath confirming that none of the Directors/Shareholders are employed in the Service of the state.

**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

| <b>QUANTITY</b> | <b>DESCRIPTION</b>   | <b>PRICE INCLUDING VAT</b> |
|-----------------|--|----------------------------|
| <b>123</b>      | Request for an experienced service provider to conduct public participation training on local government for ward committee members. |                            |
|                 | US:113955; 123436 & 242893   |                            |
|                 | In-house traing for 5days.   |                            |
|                 | Quotation to include lunch of R60 per person, per day.   |                            |
|                 | Service provider to provide own learning manuals.  |                            |
|                 |  |                            |
|                 | <b>ALL AMOUNTS TO INCLUDE VAT</b>  |                            |

**DELIVERY ADDRESS:**  
**29 MARGARET STREET**  
**IXOPO**  
**3276**

**PART A  
INVITATION TO BID**

|   |                               |               |            |               |       |
|---|-------------------------------|---------------|------------|---------------|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b> |                               |               |            |               |       |
| BID NUMBER:   | UBU-Q-01/01/19                | CLOSING DATE: | 18/01/2019 | CLOSING TIME: | 12H00 |
| DESCRIPTION   | PUBLIC PARTICIPATION TRAINING |               |            |               |       |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>     |                               |               |            |               |       |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS

|  |
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|  |

**SUPPLIER INFORMATION**

|  |   |                                     |        |   |  |
|--|---|-------------------------------------|--------|---|--|
| NAME OF BIDDER   |   |                                     |        |   |  |
| POSTAL ADDRESS   |   |                                     |        |   |  |
| STREET ADDRESS   |   |                                     |        |   |  |
| TELEPHONE NUMBER   | CODE  |                                     | NUMBER |   |  |
| CELLPHONE NUMBER   |   |                                     |        |   |  |
| FACSIMILE NUMBER   | CODE  |                                     | NUMBER |   |  |
| E-MAIL ADDRESS   |   |                                     |        |   |  |
| VAT REGISTRATION NUMBER  |   |                                     |        |   |  |
| TAX COMPLIANCE STATUS  | TCS PIN:  |                                     | OR     | CSD No:   |  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|   |  |  |   |
|---|--|--|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3] |
| TOTAL NUMBER OF ITEMS OFFERED   |  | TOTAL BID PRICE  | R   |
| SIGNATURE OF BIDDER   | .....  | DATE   |   |
| CAPACITY UNDER WHICH THIS BID IS SIGNED   |  |  |   |

|  |  |  |  |
|--|--|--|--|
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b> |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |  |
| DEPARTMENT   |  | CONTACT PERSON                                   |  |
| CONTACT PERSON   |  | TELEPHONE NUMBER                                 |  |
| TELEPHONE NUMBER                                       |  | FACSIMILE NUMBER                                 |  |
| FACSIMILE NUMBER                                       |  | E-MAIL ADDRESS                                   |  |
| E-MAIL ADDRESS   |  |  |  |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|   |   |
|---|---|
| <b>1. BID SUBMISSION:</b>   |   |
| 1.1.  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2.  | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</b>   |
| 1.3.  | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>   |   |
| 2.1   | BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  |
| 2.2   | BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.   |
| 2.3   | APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.        |
| 2.4   | FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.  |
| 2.5   | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.  |
| 2.6   | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.  |
| 2.7   | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.   |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |   |
| 3.1.  | IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 3.2.  | DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 3.3.  | DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO   |
| 3.4.  | DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| 3.5.  | IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO  |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE. |   |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**Evaluation Criteria**

**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.

**1. EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS- MAXIMUM 20 POINTS**

|           |           |
|-----------|-----------|
| 1-2 years | 05 points |
| 3-4 years | 10 points |
| 5+ years  | 20 points |

**2. PERSONNEL EXPERIENCE (RELEVANT TO TRAININGS, PLEASE ATTACH DETAILED CV's) - MAXIMUM 20 POINTS**

|           |           |
|-----------|-----------|
| 1-2 years | 05 points |
| 3-4 years | 10 points |
| 5+        | 20 points |

**3. TRACEABLE REFERENCES (ATTACH COPIES) – MAXIMUM 20 POINTS**

5 Points per reference letter

**4. COPY OF ORDERS/APPOINTMENT LETTER (ATTACH COPIES) MAXIMUM - 20 POINTS**

5 Points per appointment letter/order

**5. METHODOLOGY AND COURSE CONTENT 20 POINTS**

Service Providers are required to attach a detailed methodology and course content to be covered in the course.

|  |                       |
|--|-----------------------|
| Methodology and course content (good)- | 20 points             |
| "                                      | "(average)- 10 points |
| "                                      | "(poor)- 05 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.