



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
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Email: procurement@ubuhlebezwe.org.za

REF: 27355
QUOTE NO: UBU-Q-01/07/16
Date: 07 July 2016

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR FINANCIAL BUDGET MANAGEMENT TRAINING

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 "**FINANCIAL BUDGET MANAGEMENT TRAINING UBU-Q-01/07/16**" not later than the **22 July 2016 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)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- A valid **certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit 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 Bineke
MUNICIPAL MANAGER

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
	34	Request for an Accredited Service Provider to do a Financial Budget Management Training	
		<ul style="list-style-type: none"> • Unit Standard : 13941 	
		Duration of 3 days Cost to include lunch of R60 per person per day	
		Venue: To be in our premises	

DELIVERY ADDRESS
29 MARGARET STREET
IXOPO
3276

UBuhlebezwe Local Municipality hereby invites professional service providers to submit cost quotations and proposals to undertake skills development for Financial Budget Management for 34 Councillors and Traditional Leaders in Ixopo as follows:-

Terms of Reference

It will be a Skills Development Programme which will be aligned to unit standard (i.e) 13941 (this should be more of an introduction to Municipal budgeting and reporting cycle, the MFMA etc)

Proof of programme accreditation

Duration of the course (03 days)

Cost for training, cost should include lunch of R60.00 per learners per day

Service Provider to provide venue around Ixopo

Assessment methodology that will be used

For enquiries, please contact Mrs LH Khumalo at 039 834 7700

Late quotations will not be accepted.

Evaluation Criteria

Stage 1: **Functionality**

In order to reach the final stage, the bidder must obtain at least 70% of the points for functionality. The company should demonstrate the relevant experience of the project. **Bidders who do not score more than 70% and does not include methodology and course content 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.

EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS- MAXIMUM 25 POINTS (No points to be given if proof is not attached)

1-2	years	5 points
3-4	years	10 points
5+	years	25 points

SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 20 POINTS

R1-R50 000	10 points
R50 001-R100 000	20 points

PERSONNEL EXPERIENCE (RELEVANT TO THIS JOB)- MAXIMUM 20 POINTS

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

Reference letters/appointment letters or orders maximum – 20 points

1-5 letters/orders	= 10 points
Over 6 letters/orders	= 20 points

Methodology and Course Content – 15 points

Service Providers are required to attach a detailed methodology and course content to be covered in the course. Failure to attach methodology and course content will render your tender to be eliminated. Methodology and course content

(good) – 15 points
(average) – 10 points
(poor) – 0 point

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.