



**UBUHLEBEZWE MUNICIPALITY**  
**CHIEF FINANCIAL OFFICE**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
Tel : 039 834 7700  
Fax: 039 834 2978  
Email:scm.procurement@ubuhlebezwe.gov.za

REF: 4113/4  
QUOTE NO: UBU-Q-04/11/17  
Date: 13 November 2017

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE COMMUNITY BASED PLANNING PROGRAMME FOR WARD COMMITTEES.**

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 "**THE COMMUNITY BASED PLANNING PROGRAMME FOR WARD COMMITTEES**" - UBU-Q-04/11/17" not later than 24 November 2017 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

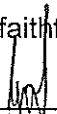
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference 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 Sineke  
MUNICIPAL MANAGER

ITEM NO	QUANTITY	DESCRIPTION	PRICE INCLUDING VAT
	123	Request an accredited service provider to conduct Community Based Planning Programme for Ward Committees (Module 2).	
		Draft Unit Standard: Display and Understanding of Community Based Planning (CBP) at the ward level and its role to facilitate Citizen Participation on Local Governance	
		Training Venue will be provided by the Municipality	
		Duration: 3 days per Cluster of 41 x 3	
		Include Lunch of R60 per person per day	
		Manuals will be made available by the Municipality.	
		Proof of Programme Accreditation by the LGSETA on Ward Committee and Governance	

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

# REQUEST FOR FORMAL WRITTEN PRICE QUOTATION - WARD COMMITTEE TRAINING AND FACILITATION

UBuhlebezwe Local Municipality hereby invites accredited professional Training Providers to submit Proposals and cost quotations of a skills development programme for the Ward Committee Members on the following:

## 1. Title of the skills Programme: Community-Based Planning Programme for Ward Committees

1.1 Sessions of the training to cover the following topics:

- Why community-based planning?
- Community-based planning and the municipal integrated plan,
- The methodology of community-based planning,
- The role of Ward Committees and other stakeholders in the community-based planning process.

## 2. Terms of Reference

The Skills Programme will be aligned to unit standards. Manuals will be made available by the Municipality including details of the unit standard, type of NQF level, Assessment methodology and duration of the programme as per the prescribed training manual. Therefore the Training Provider will not develop a manual. The Training Provider shall produce a Proof of programme accreditation by the LGSETA on Ward Committee and Governance.

## 3. Deliverables

- Describe and explain the objectives of CBP at the ward level.
- Describe and explain the methodology of CBP.
- Explain the link between CBP and the municipal Integrated Development Plan (IDP)
- Describe and explain the role of Ward Committee members and other members of the CBP.

## 4. SESSIONS

- 3 Days Training Facilitation Session of 123 Ward Committees.
- For each group of 41 delegates training will be conducted over a period of 3 (three) days.
- Therefore the total number of training days will be 09 (nine) days for a number of 123 delegates.

Training provider should obtain suppliers database forms from Ubhlebezwe Supply Chain Section.

Note: Training Manuals will be made available. Dates and the venue will be communicated to the awarded Training Provider only when the selection process is complete.

For enquiries kindly contact Mr C.M Ngcobo at (039) 834 7700

**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.