



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

Tel : 039 834 7700

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Email: scm.procurement@ubuhlebezwe.gov.za

REF: REQ0006352

QUOTE NO: UBU-Q-06/07/19

Date: 17 July 2019

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR AN ACCREDITED SERVICE PROVIDER TO CONDUCT TRAINING ON ALL 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 “.” - UBU-Q-06/07/19” not later than 26 July 2019 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

- 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.
- 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 1, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate & Tax compliance status with verification pin
- Detailed proof of registration in the Central supplier database
- A valid certified copy of BBEE Certificate with SANAS logo 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 or a valid lease agreement with a letter from the landlord stating that rent is up to date.

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.

If the price offered by tenderer is not market related, the municipality may not award the contract to that tenderer and may negotiate for market related price with the tenderer, failing which negotiate with the net highest scoring tenderer or the tender may be cancelled.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



Mr G M Sineke
MUNICIPAL MANAGER

QUANTITY	DESCRIPTION	PRICES INCL VAT
123	Request an accredited service provider to conduct training for all ward committees on core municipal processes and ward committee's role (IDP, Budgeting, PMS, LED & Service delivery)	
	Unit Standards: 242895; 242892	
	Quotation to include lunch of R60 per person. Training to be conducted in house.	
	All amounts to include VAT	

Delivery Address
29 Margaret Street
Ixopo
3276

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER: UBU-Q-06/07/19 CLOSING DATE: 26 July 2019 CLOSING TIME: 12H00

DESCRIPTION AN ACCREDITED SERVICE PROVIDER TO CONDUCT TRAINING ON ALL WARD COMMITTEES

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

29 MARGARET STREET

IXOPO

3276

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] Yes No B-BBEE STATUS LEVEL SWORN AFFIDAVIT Yes 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? Yes No [IF YES ENCLOSE PROOF] ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? Yes No [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

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:

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

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE	
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.	
2. TAX COMPLIANCE REQUIREMENTS	
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.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
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? NO	<input type="checkbox"/> YES <input type="checkbox"/>
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
<p>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.</p>	

**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:

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: Core Municipal Processes and Ward Committee Role

1.1 Sessions of the training to cover the following topics:

- IDP
- Budgeting
- PMS
- LED & Service Delivery

2. Terms of Reference

The skills Programme will be aligned to unit standards 242895 and 242890. Service Provider to bring training manuals including details of the unit standard, type of NQF level, Assessment methodology and duration of the programme as per the prescribed training manual. The Training Provider shall produce a proof of programme accreditation by the LGSETA on Ward Committee and Governance.

3. Deliverables

- Defining Service excellence within Local Government.
- Tools for Integrated Delivery for Development Projects in Wards.
- Basic Service Delivery Plan Implementation for Service Delivery.
- Service Delivery Performance Evaluation.
- Community Participation in Core Municipal Processes.
- Integrated Development Planning.
- Community Based Planning.
- Municipal Budgeting Process and Ward Committee Participation.
- Municipal Service Delivery Process and Performance Management.
- Municipal Performance Management and the Role of Ward Committees.

4. SESSIONS

- 5 Days Training Facilitation Session of 123 Ward Committees.
- For each group of 41 delegates training will be conducted over a period of 5 (five) days.
- Therefore the total number of training days will be 15 (fifteen) days for a number of 123 delegates.
Training provider should obtain supplier database forms from the Supply Chain Section of Ubuhlebezwe.

Note: Service Provider to bring training manuals written in IsiZulu. Dates and the venue will be communicated to the awarded Training Provider only when the selection process is complete.

For enquires kindly contact Ms. NP Zuke at (039) 834 7700/076 4269 122.

Evaluation Criteria

Stage 1: Functionality

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% 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

(Please provide a table indicating the nature of previous work ,value,date commence and date completed)(no points shall be awarded if proof is not attached)

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

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

5 Points per appointment letter/order

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

5 Points per reference letter

4. PERSONNEL RELEVANT EXPERIENCE (PLEASE ATTACH DETAILED CV's) - MAXIMUM 20 POINTS

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

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.

