



(045) 932 8218



(086) 216 8784



1, Seller Street, Maclear, 5480

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 22 MARCH 2017. For **queries** please email to Mr K Sobekwa on kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms K Mlamla

Tel: 045 932 8165

Finance Department: Mr K Sobekwa

Tel: 045 932 8218

Facilitating services for the municipal council team building workshop: ELM-4/017/2016-2017

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- 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.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate** OR Tax Compliance status documents with PIN from SARS
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code) Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 8, and MBD 9 and (downloadable from website and collectable at Supply Chain Offices).
- A statement of Municipal Account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates OR a letter from a ward councilor .
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.

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

The minimum threshold for functionality is 60%

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- **Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered**
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.



Yours faithfully

SIGNATURE 

DATE 15-03-2017

SPECIFICATION

Elundini Local Municipality is seeking the services of an experienced Service Provider who will facilitate the Municipal Council Team Building Workshop.

Additional Information:

- The provider will be provided with the Municipal IDP, SDBIP, and the Service Standards Charter. This is because the Service Provider needs to be informed about the municipality and what are the common goals of his/her participants.
- **Number of Councilors = 41**
- **The conference venue and catering will be arranged by the municipality, however, all activities and payments attached to them (if any) will be arranged by the provider**
- **Venue = Will be discussed with the appointed service provider**
- **The actual dates will be discussed with the appointed provider**

Functionality

CRITERION	MAXIMUM TO BE AWARDED
Functionality	
CRITERION	MAXIMUM TO BE AWARDED
Experience Experience in the field of providing training in particular within the public sector / municipal environment. List of projects undertaken by the bidder in similar service- The bidder will be awarded five (5) points for each project executed successfully, contactable references will be required for each project. In order to qualify the bidder must have at least completed two projects successful	25
Expertise The qualification and competence of the service provider to provide the service be on NQF level 6 or 7. 3 condensed CV's and qualifications of personnel involved on the projects. 15 Accreditation with the relevant SETA 10	25
TOTAL SCORE FOR FUNCTIONALITY	50



EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30, 000.00**

Price - 80 point

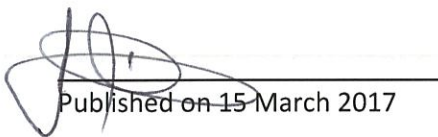
B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480


Published on 15 March 2017