



ELUNDINI LOCAL MUNICIPALITY
BID NOTICE

PROJECT NAME: TRAINING AND DEVELOPMENT SERVICES OF ELUNDINI MUNICIPALITY EMPLOYEES FOR A PERIOD OF ONE (1) YEAR.

BID NO: ELM-4/022/2016-2017

Bids are hereby invited from accredited Service Providers for the **Training and Development Services of Elundini Municipality Employees for a Period of One (1) Year**. The minimum specifications are detailed in the bid document. Bid documents will be available from the **SCM unit** upon payment of a **non-refundable** fee of **R250 (Two Hundred and Fifty Rand)** for each document (either in cash or by means of a bank guaranteed cheque) made payable to the Elundini Local Municipality. The deposit is to be paid at the Cashier's office between the hours of **08h00 and 16h00 prior** to the collection of the bid documents from the Cashier's office on Thursday, 01 **September 2016**.

Compulsory briefing will be held on Tuesday, 6 September 2016, Maclear Town Hall Erf 201 from 10:00 to 10:30.

Completed Bid documents are to be placed in a sealed envelope endorsed **"TRAINING AND DEVELOPMENT SERVICES OF ELUNDINI MUNICIPALITY EMPLOYEES FOR A PERIOD OF ONE (1) YEAR, BID NO - ELM-4/022/2016-2017"** and must be deposited in the Bid Box situated at the cashier's reception area, Finance Department at the offices of the Elundini Local Municipality, 1 Seller Street, Maclear, not later than 12h00 on Wednesday, **14 September 2014** at which time the bids will be opened in public.

Bidders must submit the following Mandatory documents as part of the original tender document. Failure to submit them will lead to the bids being deemed non-responsive:

- An original valid Tax Clearance Certificate Or Tax Compliance status PIN from SARS.
- An original BBBEE certificate or a certified copy thereof (Consortium, joint venture and trust **must** submit a consolidated certificate) failure to submit this certificate will result in getting no points in this regard.
- Certified ID copy/s of company owner/s.
- Certified copy of company registration certificate e.g. CK Document.
- A statement of Municipal Account that is not older than three months or lease agreement if renting premises.
- Proof of registration with National Treasury Central Supplier Database Registration (CSD).
- Company profile with contactable references.
- CV's and Qualifications of Project Team
- Proof of Accreditation with relevant SETA

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price	-	80 points
B-BBEE Status Level of Contributor	-	20 points

Bidders to note that a Pre-qualification Evaluation will be undertaken. A minimum score of 70 out of 100 points must be scored in order to proceed to the Financial Evaluation

	Criteria	Weights
1	Company Experience	15
2	Team leader and team members experience:	15
3	Qualification:	20
4	Project Plan:	50
TOTAL		100
0=	Very Poor	Do not meet the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	Will be able to fulfil the requirements
4=	Very Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally

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 or submitted by facsimile or electronically, will not be accepted;
- Bids submitted are to hold good for a period of 90 days;
- Bidder(s) will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.

Enquiries should be directed to:

Mr. P Mosiane

Tel: 045 932 8113 (Technical Queries)

Ms. H Mduzulwana

Tel: 045 932 8103 (Bidding process)

K.GASHI – MUNICIPAL MANAGER

FUNCTIONALITY

No	Criteria	Weights
1.	<p>Company Experience:</p> <ul style="list-style-type: none"> (i) Service provider should have at least ten (10) years experience in conducting skills training and development in the public and private sector; (ii) Demonstrable ability to conduct large scale skills training and development; (iii) An understanding of Human Resource Management, Planning and Development in the public and private sector; (iv) An understanding of Local Government related legislative and accountability framework; (v) The development of tools and instruments within the Human Resource field; (vi) Proof from four (4) contactable references indicating that similar projects were executed should be attached. 	<p>15</p> <p>5</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
2.	<p>Team leader and team members experience:</p> <ul style="list-style-type: none"> (i) Team leader must have at least ten (10) years experience in conducting skills training and development in the public and private sector. (ii) Team members must have at least five (5) years experience in conducting skills training and development in the public and private sector; (iii) CV's with four (4) contactable references must be attached. 	<p>15</p> <p>8</p> <p>5</p> <p>2</p>
3.	<p>Qualification:</p> <ul style="list-style-type: none"> (i) Team leader must have a Post Graduate Degree in Administration, Management of Training, Human Resource Management, Human Resource Development or Psychology; (ii) Team members must have a Bachelor's Degree in 	<p>20</p> <p>10</p> <p>6</p>

	Administration, Management of Training, Learning & Development, Human Resource Management, Human Resource Development or Psychology;	
	(iii) Attach certified copies of qualifications.	4
4.	Project Plan:	50
	(i) A project proposal and methodology that demonstrates comprehension and competence to deliver on what it is required;	20
	(ii) A project plan outlining key activities, time frames, milestones and budget breakdown;	15
	(iii) A schedule of resources to be committed to the project.	5
	(iv) Proposed methodology	10
TOTAL		100

For the purpose of evaluating functionality, the following values will be applicable:

0=	Very Poor	Do not meet the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	Will be able to fulfil the requirements
4=	Very Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally