

045 932 8218

1, Seller Street, Maclear, 5480

086 216 8784

[thulin@elundini.gov.a](mailto:thulin@elundini.gov.za)

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the facilitation of excel training as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **16 April 2018**. For **queries** please email to at thulin@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr. V Matyeni

Tel: 045 932 8132

For Supply Chain Queries: Ms. N Thuli -SCM

Tel: 045 932 8174

FACILITATION OF EXCEL TRAINING FOR ELUNDINI COUNCILORS AND TRADITIONAL LEADERS: *ELM-1/017/2017-2018*

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> /) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the 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 with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and

c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) Tax Compliance status documents with PIN from SARS must be attached
- 3) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php)

3. Returnable schedules required for tender evaluation processes

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 6.2: Declaration Certificate for Local Production and Content for Designated Sectors

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

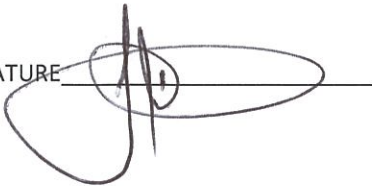
MBD 9: Certificate of Independent Bid Determination

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

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) 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;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE



DATE

10/04/2018

3.1 Terms of reference for Training and Development Service Providers

Project Details			Duration (e.g. 2 days/3 month (s))	In house/External	Target group
Type of Learning Programme	Name of Learning Programme (e.g: AET,CPMD etc)	Number of Learners			
SKILLS PROGRAMME	Excel - Computer training	41	2 DAYS	In- house	Councillors

All service providers must meet the following requirements:

- Have a physical office with staff and necessary office equipment (that will be verified)
- Be fully accredited by a relevant Education Training and Quality Authority (ETQA)/Body as a training and development service provider
- Specify ETQA provider accreditation details and attach proof of such
- Quote the price of the programme per delegate and disclose your VAT status clearly.
- Have/utilize registered training and development practitioners
- Have/utilize registered assessors and moderators
- Provide each learner with all the necessary equipment, manuals, materials, and stationary required during all training/learning workplace experience sessions
- On completion of training, submit the learner course evaluation form, attendance register; competency/attendance certificate, and training outcome report (per learner), to the learner's direct supervisor (if applicable) as well as the employer Elundini L. M., Corporate Services Directorate (HRM&D Section.)
- All assessment-related costs such as provision of certificates, administration costs (courier/postage), and traveling to be included in the quote if any.
- Provide the Elundini L. M. with a Service Level Agreement which will be subject to securitization and approval by the Elundini L. M Legal Section
- Sign a Service Level Agreement approved by Elundini Local Municipality.

5. PRICE

Prices quoted to include all provider costs and expenses and to be exclusive of VAT (clearly state VAT status). Elundini L. M will not be held responsible for the payment of company traveling and accommodation costs, levy charges, postage and/or any other expenses incurred by the provider other than the rate quoted in the tender.

5.1 Technical requirements:

Training and development service providers:

- Must be fully accredited by a relevant Education Training and Quality Authority (ETQA)/Body as a training or learning provider
- Must be accredited to present the specific unit standard/SAQA ID learning programme and provide ETQA/Body proof thereof
- Must have offices with staff and a suitably equipped training venue or a signed agreement with a training venue provider which provides suitably equipped training venues relevant to the training
- Must utilize SETA accredited training practitioners, assessors and moderators and provide proof as such.
- Must have a track record of at least 10 successfully completed interventions in more than 10 various institutions.
- Must sign a service level agreement with the Elundini L. M

6. Functionality Evaluation Score Card

Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive

DESCRIPTION	DELIVERABLES	SCORING CRITERIA
Tenderer has experience in successfully completing projects of similar value and complexity to this project	Submission of the Project Reference Returnable completed, 3(three) projects executed by the tenderer. The municipality will contact your referees to request project performance ratings. Verification of completed projects to be submitted in the form of Appointment Letter or reference letter from the previous employer (it must be in the letter head of the previous employer and signed for)	1 x project = 10 points 2 x projects = 20 points 3 x Projects =30 points 4 x Projects = 40 points 5 x Projects = 50 points
Company		
Company	The company must be accredited by the relevant SETA and have been in the practice for a longer period,	10 years and above = 20 points. 5 to 9 years and above = 15 points Less than 5 years= 10 points
Other Members	At least one member, inclusive of the project leader must have a B Degree in Human Resources Management and some specialization in training and Development/ Assessor Training/ Training & Development Facilitation At least 5 years' practical experience in Training and Development processes	5 years and above = 10 points Less than 5 years= 0
The service provider approach to facilitating Excel Training.	The proposal of the service provider must include the following: <ul style="list-style-type: none"> • Meeting with stakeholders • Training facilitation • Learner Workshop evaluation • Project Report • Assessment plan • Project closeout report. 	
TOTAL = 100		

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 points

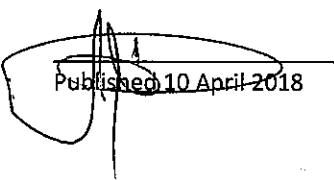
B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480



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