



(045) 932 8196



(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 01 December 2017. For **queries** please email to kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Enquiries: Ms H Mdzulwana Tel: 045 932 8125
Finance Department: Mr K Sobekwa Tel: 045 932 8218

TRAINING OF SCM BIDS COMMITTEES AND OTHER ROLE PLAYERS IN SCM PROCESSES: ELM-2/020/2017-2018

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.
- **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.
- Certified copies of Company Registration certificate and IDs.
- Completed MBD 4, MBD 6.1, MBD 8, and MBD 9 (downloadable on the website and found at Supply Chain Office).
- 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 councillor.
- 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 state¹

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;
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- Failure to comply with these conditions may invalidate your offer.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- 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.
- Bidder must indicate the bid number and postal address on the sealed envelope in the event that the municipality decides to re-advertise the bid

Yours faithfully

SIGNATURE _____

DATE _____

TERMS OF REFERENCES : TRAINING OF SCM BIDS COMMITTEES AND OTHER ROLE PLAYERS IN SCM PROCESSES.

Experienced service providers are invited to submit quotations for the following training intervention

Training Description	Terms of Reference	No of delegates	No of Days
Bid Committee Workshop	Participants attending the programme should learn about: <ul style="list-style-type: none"> • Special conditions of tender and other relevant issues • Linking the procurement process to the new SCM regulations and other relevant prescripts such as Construction Industry Development Board (CIDB Best Practices) and amendments to the BBBEE Act and the Codes • Linking procurement process to Circular 77 and SIPDM. • Industrial procurement and Local Production content in terms of PPPFA 2017 • PPPFA 2017 • Evaluating the relevant terms of references in order to ensure that value for money is attained • Understanding best practice techniques when stipulating general conditions of contract as part of tendering conditions • Implement the prescribe procurement procedures relating to the invitation and acceptance of price quotations • Assess essential elements for effectively formulating bidder submission requirements • Identify and adhere to the procedures for advertising bids or quotations • Determine the bid procedures for appointing consultants 	31	3 Days (NQF Level 6)

	<ul style="list-style-type: none"> • Functions of bid committees • Critical issues to consider when developing specification • Critical issues to consider when evaluating bids • Critical issues to consider when awarding bids • Identify the role players in the bid committee system with reference to their roles, impact and relevance on the committees. • Explain the regulatory framework applicable to the bid committee system in a particular organ of State and give an indication of how each legislation and/ or prescript regulates the decision making of a committee. Explain the codes of conduct relating to the bid committee process and describe the behavior required of a member of a bid committee. • Explain the rationale for a code of conduct with reference to the benefits and consequences in cases of abuse. • LINKING THE BIDDING PROCESS TO THE LATEST CASE LAWS OCCURRED BETWEEN THE ORGANS OF STATE AND BIDDERS • DISCUSS THE PRINCIPLE BEHIND THE DECIDED CASES OF LAW 		
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Venue and meals will be provided by the municipality and training will be facilitated within Elundini Jurisdiction

Note: The successful service provider should during the workshop, for one day, expect other stakeholders such as Provincial Treasury, CIDB and SARS to be given a slot to make their maximum of 30 minutes presentations each.
Certificate of attendance will be required on all delegates that attended the training

Functionality

As part of evaluation criteria, National Treasury circular No. 53 of MFMA Act No. 56 of 2003 will be applied for functionality.
Bidders to note that a minimum threshold of 70% MUST be scored in order to proceed to the evaluation of pricing and BBB-EE Level of contribution.

CRITERION	MAXIMUM TO BE AWARDED
Functionality	
CRITERION	MAXIMUM POINTS TO BE AWARDED
Experience Experience in providing Supply Chain Management training, particularly, within the public sector and/or municipal environment. Lists of projects undertaken by the bidder in similar service- The bidder will be awarded five (5) points for each project executed successfully, reference letter (s) in the letter head of the client / institution where the bidder has	25

successfully implemented similar project must be attached to the proposal and/or Quotation in order to claim points	
Expertise The Qualification and competence of the facilitator to provide the service should be a Finance related qualification at NQF Level 7. 15 points Accreditation certificate of the training company 10 points	25
Methodology A more comprehensive and detailed methodology that cut across all the course objectives set out herein.	25
TOTAL SCORE FOR FUNCTIONALITY	75

EVALUATION CRITERIA

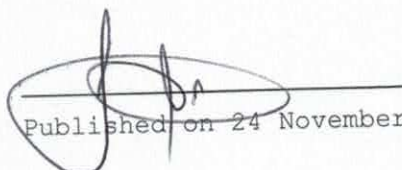
The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

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


Published on 24 November 2017