



NTABANKULU LOCAL MUNICIPALITY

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REQUEST FOR QUOTATION (RFQ): **PROVISION OF RISK WORKSHOP FACILITATOR FOR TWO DAYS.**

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the **For Provision Of Risk Workshop Facilitator for two days.**

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	15 May 2019
RFQ NUMBER	NLM/RFQ/ PRWF/2018/2019
DESCRIPTION OF GOODS/SERVICE	PROVISION OF RISK WORKSHOP FACILITATOR FOR TWO DAYS.
CLOSING DATE AND TIME:	22 May 2019, 12:00PM
ENQUIRIES	076 990 2820 – B. Fokazi or 082 788 9641- N. Dinwayo

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

1. SPECIFICATIONS IN RESPECT OF SERVICES

Suppliers are invited to quote for the facilitation of risk assessment workshop for a two day period for the development of 2019/2020 strategic risk register and all departmental 2019/2020 operational risk registers in line with the 2019/2020 draft IDP and SDBIP.

The workshop must include presentation but not limited to the following:

- Risk and the importance of managing risk in a municipal environment
- The legislative frameworks
- An integrated risk management framework
- The identification of different types of risks in municipalities
- The process to prepare an integrated risk model and risk monitoring
- The responsibilities of management with regards to risk management

2. SUPPLIER QUALIFICATION CRITERIA

Supplier qualification criteria must also consist of all of the following:

Area of evaluation	Points allocated	Brief description
Business entity establishment (Company profile with clear business address and contact details)	30 points	A brief business background in the form of a business profile. Office establishment and accessibility during working hours with the necessary tools and equipment will be critical during evaluation.
Relevant entity experience <ul style="list-style-type: none">• Three Traceable references = 10 points• Less than two traceable references = 05 points	10 points	Specifically listing previous relevant contracts undertaken by the service provider. The service provider should also include traceable references of their listed services.
Methodology: A detailed proposal clearly stating how the project will be executed and time	40 points	Submission of a comprehensive specification of what is required, clear deliverables, communication methods and turnaround times.

frames.		
Project team	20 points	Personnel that will be facilitating the risk assessment workshop with their CV's and certificates.
	100 points	

Proof of registration with the professional body (Institute of Risk Management South Africa (IRMSA) will be an added advantage.

3. INSTRUCTIONS FOR SUPPLYING PRICING INFORMATION FOLLOW BELOW:

- You are requested to submit a breakdown of your pricing and cost components for Products and Services set out by Ntabankulu Local Municipality.
- All prices must be quoted inclusive of VAT and disbursements.

4. SUBMISSION OF QUOTATIONS

Quotations must be submitted in English. All quotations must be received before the deadline specified in the advert.

The envelope should carry the following information:

- a) The address for submission of quotation indicated above;
- b) The reference code of the quotation to which the bidder is responding;

Any infringement of these rules (e.g. unsealed envelopes) is to be considered a breach of the rules, and will lead to rejection of the quote.

5. COSTS FOR PREPARING QUOTATION

No costs incurred by the bidder in preparing and submitting the quotation shall be reimbursed by the municipality. All such costs shall be borne by the bidder.

a. Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Evaluation / Adjudication Committee's decisions are collective and its deliberations are held in a closed session. The members of the Evaluation / Adjudication Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may be communicated to neither the bidders nor to any party other than the Contracting Authority.

6. EVALUATION OF QUOTATIONS

The evaluation criteria will be examined in accordance with the requirements as indicated in the Terms of Reference.

7. ETHICS CLAUSES / CORRUPTIVE PRACTICES

- a) Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation panel or the Contracting Authority during the process of examining, clarifying, evaluating, comparing the quotation will lead to the rejection of its quotation and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.
- c) Ntabankulu Local Municipality reserves the right to suspend or cancel funding to this project if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract, if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- d) Quotations will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contractor from other Community contracts and in penalties.

13. CANCELLATION OF THE BIDS PROCEDURE

In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the Contracting Authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders.

Cancellation may occur when:

- The bid procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile bid has been received or there is no response at all;
- The economic or technical data of the project has been fundamentally altered;
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible;
- All technically compliant bids exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages.

The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.

CHECKLIST

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PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

1.	Original Tax Clearance Certificate/ SARS Pin number certificate	
2.	MBD 4: Declaration of Interest	
3.	MBD 9: Certificate of Independent Bid Determination	
4.	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
5.	Original/Certified Copy of BBBEE certificate/ sworn affidavit signed by the commissioner.	
6.	Company Registration Document	
7.	Certified ID Copy/s of company directors	
9.	All alterations have been signed	

10.	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property urban area.	
11.	All prospective service providers are required to apply and submit a valid Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Non registration will be regarded as non-responsive and be disqualified from bid.	

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

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"For Provision Of Risk Workshop Facilitator"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. **THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**

ISSUED BY: I.Nonyongo-Municipal Manager