



NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): FOR PROVISION OF TRAINING FOR EMPLOYEES ON HYGIENIC SERVICES FOR NTABANKULU LOCAL MUNICIPALITY.

The Ntabankulu Local Municipality requests your quotation with regards to the **FOR PROVISION OF TRAINING FOR EMPLOYEES ON HYGIENIC SERVICES FOR NTABANKULU LOCAL MUNICIPALITY**. A detail specification may be collect at the supply chain management office during office hours i.e. between 08:00-16:30 (Monday to Thursday) and 08:00-15:30 (Friday).

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	28 May 2019
RFQ NUMBER	NLM/RFQ/PTHS/2018/2019
DESCRIPTION OF GOODS/SERVICE	FOR PROVISION OF TRAINING FOR EMPLOYEES ON HYGIENIC SERVICES FOR NTABANKULU LOCAL MUNICIPALITY
CLOSING DATE AND TIME:	04 June AT 12H00
ENQUIRIES	076 091 7143-V.J Sifika 082 188 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.

SCOPE OF WORK

The workshop must be conducted in a fun participative way, using role-plays, case studies, workbook activities and plenary discussions. These are used to encourage participation and interaction among delegates.

PROJECT OUTCOMES/OUTPUTS/DELIVERABLES

The minimum requirements from the training provider are as follows:

- ✓ Training sessions
- ✓ Close-report
- ✓ Certificate of attendance

REPORTING REQUIREMENTS

- ✓ The training provider will be required to report to the Project Manager at the end of the project and during the project.
- ✓ The training provider will also be required to communicate any draft reports to the project manager.

SECTION 5: IMPLEMENTATION SCHEDULE/TIME FRAMES

The training provider will be required to commence with the assignment within ten (10) days calendar days of being advised of appointment.

SECTION 6: PROJECT COSTS AND PAYMENT MILESTONES

PROJECT COSTS

- ✓ Bidders are required to submit detailed proposals indicating deliverables and timeframes. Bidders are required to provide details of the staff resources (name, organisational level, hourly rate and relevant experience) allocated to the assignment.
- ✓ Bidders are required to submit a single and consolidated fee including any disbursements for the training.
- ✓ The bulk of activities must be performed at the municipal offices and may include other administrative centres.

PAYMENT MILESTONES

Payments will be made to the training provider after satisfactory completion of the relevant deliverables, agreed upon by the project manager which is after the training has been conducted.

COMPETENCY/EXPERTISE REQUIREMENTS

The tables below detail the point allocation criteria on which the recommendation for the appointment of the training provider will be based.

No.	Category	Weight total
1.	Relevant and practical experience , please provide contactable references ✓ LGSETA Accreditation -10 Points ✓ Member of Coaching and mentorship South Africa (COMENSA)-30 Points	40
2.	Expertise in Cleaning and Hygienic Services ✓ Qualification or CV of the Project Leader	30
3.	Methodology ✓ No methodology -0 ✓ Partially outlined Methodology -15 ✓ Clearly outlined approach covering the methodology to be used -30	30
	Weight Total	100

CHECKLIST

RFQ NO. __ NLM/RFQ/PTHS/2018/2019

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.	Certified Copy of BBBEE certificate	
6.	Certified Copy of Company Registration Document	
7.	Certified ID Copy/s of company directors	

9.	Quotation is signed
10.	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / letter signed stating that company does not own property within urban area

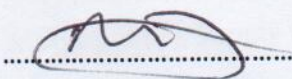
NB: No quotations will be considered from persons in the service of the state

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 exclusive 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, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
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 " **Provision of Training of employees on hygienic services** " 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.

Requested by



N. Dinwayo

Acting SCM-Accountant

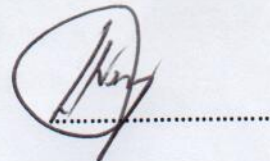
Recommended by



X.N. Venn

CFO

Approved by



L. Nonyongo

Municipal Manager