

NTABANKULU LOCAL MUNICIPALITY

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ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130



REQUEST FOR QUOTATION (RFQ): TRAINING FOR 5 EPWP COVID-19 PROJECT BENEFICIARIES

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

TRAINING FOR 5 EPWP COVID-19 PROJECT BENEFICIARIES

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	29 September 2020
RFQ NUMBER	NLM/CS/T5ECPB/2020/2021
DESCRIPTION OF GOODS/SERVICE	TRAINING FOR 5 EPWP COVID-19 PROJECT BENEFICIARIES
CLOSING DATE AND TIME:	07 October 2020 AT 12H00
ENQUIRIES	072 676 4464 – Mr K Nonkondo Technical Enquiries or 082 786 0772 - O. Mduki-SCM Related

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

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

	Original Tax Clearance Certificate and SARS Pin number certificate	
	MBD 4: Declaration of Interest	
	MBD 9: Certificate of Independent Bid Determination	
	MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
	Certified Copy of BBEE certificate	
	Certified ID Copy/s of company directors	
	A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
	Quotation is signed	
	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 within urban area.	
	All prospective service providers are required to apply on 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 . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	
	Service providers should be accredited with any SETA	

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 "Training for 5 EPWP Covid-19 Project Beneficiaries" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

SCM Manager

O.Mudi

Requested by 

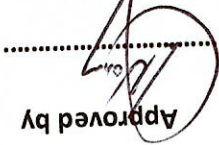
CFO

X.N.Venn

Recommended by 

Municipal Manager

L.Nonyongo

Approved by 

SPECIFICATION FOR TRAINING OF EPWP COVID-19 RESPONSE PROGRAMME
BENEFICIARIES



NTABANKULU LOCAL MUNICIPALITY

1. BACKGROUND

The Minister of Corporate Governance and Traditional Affairs (COGTA) issued Regulations under the Disaster Management Act that during the state of national disaster, public procurement is subject to the Municipal Finance Management Act and the applicable emergency provisions in the regulations made under the act government institutions must comply with the regulations in order to prevent the spreading of Corona Virus in the workplace.

2. PURPOSE OF THIS WORKSHOP

The aim of this programme is to build an understanding of the structural pest fumigation principles and applicable legislation; the biology, identification and damage patterns of structural pests; the physical and chemical effects of fumigants and fumigant dosages and concentrations; the safety and health precautions, toxicity of fumigants, symptoms of poisoning and first-aid treatment; the appropriate application equipment, personal protective equipment and gas monitoring and detection equipment; the procedures for fumigation inspection and structure measurement; the determination of volume and dosages; the preparation of the fumigation area; and the procedures for fumigation of residences, warehouses, containers and commodities in various storage modes.

3. CONTENT OF THE TRAINING

Topics to be covered:

- Apply safety and health precautions
- Make sure your workplaces are clean and hygienic
- Promote regular and thorough hand-washing by employees, contractors, and customers
- Structural pest fumigation principles and applicable legislation
- Pests in structures
- Stored agricultural product pests
- Characteristics and effects of fumigants
- Application equipment and protective equipment
- Chemicals used as fumigants
- Fumigation planning, inspection and measurement
- General advance preparations
- Conducting structural fumigations

4. DURATION

This exercise has to be done and completed within the period of 2 days.

5. METHODOLOGY

- The course should be engaging and interactive.
- Feedback and tips for improvement should be given to each of the participant.
- This training programme should be National Qualification Framework (NQF) and unit standard with number of credits must be specified in the application as indicated in clause 4.2 above.
- All learners should also be provided with training material (practical tools, stationery, Etc)

6. ACCREDITATION

- Training provider must be accredited by any SETA.

7. SCOPE OF WORK

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

9.1 PROJECT OUTCOMES/OUTPUTS/DELIVERABLES

The minimum requirements from the training provider are as follows:

- ✓ Training sessions
- ✓ Certificate of attendance

9.2 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.

8. IMPLEMENTATION SCHEDULE/TIME FRAMES

The training provider will be required to commence with the assignment within ten (10) calendar days after having received appointment letter.

9. PROJECT COSTS AND PAYMENT MILESTONES

Payments will be made to the training provider after the training has been done.

10. BID EVALUATION CRITERIA

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

Bids will be evaluated as follows:

10.1 Compliance Criteria

A Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to taxes as issued by the South African Revenue Services (1 original required)

1. Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant Verification PIN number issued by SARS.

2. Proof of registration of the Entity as follows:

- Natural persons- certified copy of ID document/ passport
- Partnership- copy of Partnership Agreement plus IDs of all partners
- Company- current CM29
- Close Corporation- current copy of CK1 and/or CK2C
- Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.

- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder
- Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgedgements or arrangements have been made to settle arrears / Affidavit stating why an up to date municipal account cannot be submitted
- In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement
- Central Supplier Data Base registration (CSD)
- Proof of Accreditation from SETA

10.2 Functionality Criteria

STAGE 1

The evaluation of functionality shall be carried out as per the criteria set in the table below:

MAXIMUM POINTS	SUB-CRITERIA	FUNCTIONALITY CRITERIA
25 Points	<p>Project Capability and Related Experience</p> <p>Bidders shall provide traceable references such as signed appointment letters or testimonials on letter head of companies that received services for similar projects undertaken in the past 3 years, and must have contact details.</p> <p>A minimum of 3 letters to be attached.</p> <p>0 to 1 letter = 5 2 letters = 10 3 letters and above = 25</p>	Traceable References
55 Points	<p>Infrastructure and Equipment -</p> <p>- Indicate your capability to deliver quality training to the participants (Quality Assurance) (confirmation letter from the ETQA (25)</p> <p>- How will training be delivered to the participants (Site and equipment)(15)</p> <p>-Communication management</p> <p>-Indicate how your company will communicate with the Municipality (clear contact details of the company, consultant/person responsible for this project (telephone, e-mail address, fax (optional), address of the company (physical and postal address) (15)</p>	Methodology for Delivery
20 Points	<p>Detailed and clear Implementation Plan (10)</p> <p>Proof of SETA accreditation (10)</p>	
100 POINTS	TOTAL POINTS	

NB: A Bidder scoring below seventy (70) points on functionality will not be further evaluated.

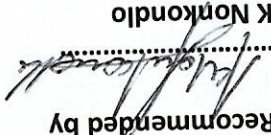
It is the Bidders' responsibility to ensure that they provide all the authentic supporting documents required in order to be considered for this bid.

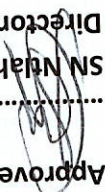
STAGE 2:

PRICE AND BBEE (80:20)

Only those bids that meet the criteria stated for Stage 1 will be evaluated at this stage. Bids will be evaluated using the 80:20 principles, as per MFMA Circular No.53 of the National Treasury, as follows:

PRICE	B-BEE Status Level of Contribution	Number of Points 20
80		80
	1	20
	2	18
	3	14
	4	12
	5	8
	6	6
	Non - Contributor	0
	MAXIMUM	20
	TOTAL	100

Recommended by

 K Nonkondlo
 HR Manager

Approved by

 SN Ntshala
 Director Corporate Services