



NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056

Fax: (039) 258 0173

Email: info@ntabankulu.gov.za

Web: www.ntabankulu.gov.za

ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): FOR TRAINING OF BID COMMITTEE MEMBERS IN THE SUPPLY CHAIN MANAGEMENT FUNCTIONS.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the training of bid committee members in the Supply Chain Management functions.

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	30 October 2020
RFQ NUMBER	NLM/CSD/TBCM SCM/2020/2021
DESCRIPTION OF GOODS/SERVICE	TRAINING OF BID COMMITTEE MEMBERS IN THE SUPPLY CHAIN MANAGEMENT FUNCTIONS.
CLOSING DATE AND TIME:	09 November 2020 AT 12H00
ENQUIRIES	072 676 4464 – K Nonkondlo Technical Enquiries or 082 786 0772/mdudio@ntabankulu.gov.za – O Mdudi-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.

SPECIFICATION

NLM/CSD/TBCM/2020/2021

TERMS OF REFERENCE AVAILABLE ON THE MUNICIPALITY WEBSITE OR TO BE COLLECTED AT SCM OFFICE.

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	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.	
10.	Quotation	
11.	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.	
12.	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 . Non registration will be regarded as non-responsive and be disqualified from bid.	
13.	Service providers must be accredited with LGSETA or Service 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.

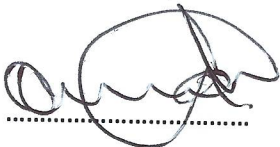
CONDITIONS

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.

LW

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 of Bid Committee Members in the Supply Chain Management functions"** 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.

Requested by



O Mdudi

SCM Manager

Recommended by



X.N.Venn

CFO

Approved by



L Nonyongo

Municipal Manager

NTABANKULU LOCAL MUNICIPALITY



TERMS OF REFERENCE FOR TRAINING OF BID COMMITTEE MEMBERS

Prepared by	: K Nonkondlo.....
Position	: HR Manager
Recommended by	: SN Ntlaaha.....
Position	: Director Corporate Services
Approved by	: L Nonyongo.....
Position	: Municipal Manager

W

TERMS OF REFERENCE

It is the intention of the Ntabankulu Local Municipality to enter into a formal contract with a service provider that will carry out the services described hereunder. These terms of reference and the service provider's proposal will form the basis of the contract.

SECTION 1: DETAILS

Project Name: Training of Bid Committee Members and Senior Management
Employer/Client Ntabankulu Local Municipality

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from suitably qualified professional service providers with experience and expertise to undertake activities and render training services that will result in the successful implementation and completion of the project.

SECTION 3: PROJECT DESCRIPTION

The proposed project is to facilitate of training of bid committee members and senior management.

SECTION 4: PROJECT PURPOSE

The purpose of this project is to appoint a Professional Service Provider who will be responsible for the project management and render training services leading to the successful implementation and completion of the project as per instruction outlined by the client.

SECTION 5: SCOPE OF WORK

The scope of work which the Service Provider is responsible for comprises not limited to the following:

- SUPPLY CHAIN MANAGEMENT MODEL
- REGULARITY FRAMEWORK APPLICABLE TO THE BID COMMITTEE SYSTEM
- CODE OF CONDUCT
- BID SPECIFICATION COMMITTEE-GOODS
- BID SPECIFICATION COMMITTEE- PROFESSIONAL SERVICES
- BID EVALUATION COMMITTEE
- BID ADJUDICATION COMMITTEE

SECTION 6: DURATION OF TRAINING

The training will take three (3) days

SECTION 7 : OUTCOME OF THE PROJECT

At the end of the project the service provider must give learners an assessment so that the competent learners can get an accredited certificate.

K W

SECTION 8: NUMBER OF LEARNERS

The number of learners that need to be trained is twenty (20) employees.

SECTION 9: DOCUMENTATION AND INFORMATION RELATING TO THE BRIEF

- Any information available at Ntabankulu Local Municipality will be provided to the service provider.
- Ownership of factual information collected by the service provider and paid for by either of the municipality shall vest with Ntabankulu Local Municipality.

SECTION 10: REPORTING

- The professional team will report direct to Project Manager;
- Submit reports in writing;
- Attend technical meetings.

SECTION 11: IMPLEMENTATION SCHEDULE

- The service provider will be responsible for the compilation of the "Project Programme" detailing activities and time frames of the project. This should be provided to Ntabankulu Local Municipality within a week of appointment and presented to the Project Manager.
- Any deviations from the accepted programme should be pre-negotiated with the client.

SECTION 12: PROJECT COSTS & PAYMENT MILESTONE

- The service provider shall determine the total cost of the project and submit tax invoice
- The invoice should include disbursements
- It is the responsibility of the municipality to ensure that invoices are paid within 30 days.

SECTION 13: METHODOLOGY

- Feedback and tips for improvement should be given to each of the participant.
- Service provider should come up with a sound and workable methods for the development of the above.
- 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.

SECTION 14: DETAILED COMPANY PROFILE

- A detailed history, field of expertise, staff resources, a proven tracking record of conducting trainings especially skills programmes, where the main office is based as well as any other offices and list of recently completed projects.

SECTION 15: ACCREDITATION

- Each training provider must be accredited by the LGSETA or Service SETA

SECTION 16: PROJECT OUTCOMES/OUTPUTS/DELIVERABLES

The minimum requirements from the training provider are as follows:

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

SECTION 17: 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:

17.1 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 individual / Proof that acknowledgements 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 LGSETA/Service SETA

12.2 Functionality Criteria

STAGE 1

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

NO.	CATEGORY	MAXIMUM POINTS				
1.	<p>Relevant practical experience in the field</p> <ul style="list-style-type: none"> • 1 project - 10 points • 2 project - 20 points • 3 or more projects - 30 points <p>(10 points per project and for no projects = 0) A reference letter must be attached with contactable references</p>	30 Points				
2.	<p>Expertise in the relevant field</p> <ul style="list-style-type: none"> • Qualifications of project leader and team in the relevant field <p>Minimum of NQF level 7 or equivalent as per SAQA Framework</p> <table border="1" style="width: 100%;"> <tr> <td>Project leader</td> <td>Score</td> </tr> <tr> <td>Degree in Supply Chain / Financial Management</td> <td>30 points</td> </tr> </table>	Project leader	Score	Degree in Supply Chain / Financial Management	30 points	30 Points
Project leader	Score					
Degree in Supply Chain / Financial Management	30 points					
3.	<p>Methodology</p> <ul style="list-style-type: none"> • Step by step program of the implementation of the project • Clear time lines as per the regulations (gazette) 	40 points				
	TOTAL POINTS	100 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 BBBEE (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	80
B-BBEE Status Level of Contribution	Number of Points 20
1	20
2	18
3	14
4	12
5	8
6	6
Non - Contributor	0
MAXIMUM	20
TOTAL	100

Recommended by,

.....

SN Ntshala
Director Corporate Services

Approved by

.....

L Nonyongo
Municipal Manager

LN