



Ref: Kefilwe Jobeta (SCM)

Tel: (011) 951-2177/2541/2014

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)
(For publication on Mogale City Website and Notice Boards)

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

RFQ: F (B&T) 02/2019

QUOTATIONS ARE HEREBY INVITED FROM EXEMPTED MICRO ENTERPRISES (EME) AND QUALIFYING SMALL ENTERPRISES (QSE) WITH A BBBEE LEVEL CONTRIBUTOR OF THREE (3), TWO (2) OR ONE (1) TO FACILITATE THE GRAP TRAINING FOR FINANCE OFFICIALS.

Advertising date: Tuesday 11 June 2019

Closing date and time: Tuesday 18 June 2019 @ 14:00PM

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing
Tender Box

The following conditions will apply:

1. Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
2. To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
3. According to the amended Codes of Good Practice, an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) are only required to obtain a sworn affidavit or a certificate issued by Companies Intellectual Property Commission (CIPC) confirming their annual turnover of R10 million or less for EME and not in excess of R50 million for the QSEs and level of Black ownership to claim BEE points
4. **Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act:2000 Preferential Procurement Regulations, 2017**
4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond:
(b) And EME or QSE
(2) A quotation that fails to meet any prequalifying criteria will be unacceptable.
5. All suppliers of goods & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016 @ www.csd.gov.za
6. Bidders must ensure compliance with their tax obligations.
7. Bidders are required to submit their unique personal identification number (PIN) issued by SRS to enable the organ of state to view the taxpayer's profile and status

8. Application for tax compliance status (TCS) OR PIN NO: may also be made via E-filing. In order to use this provision, Taxpayers will need to register with SARS as E-Filers through the website.WWW.SARS.GOV.ZA.
9. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
10. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges.
11. Bidders may submit a printed TCS CERTIFICATE together with the bid. bids where consortia/ sub-contractors are involved, each party must submit a separate TCS certificate /Pin & CSD summary report/number.
12. CSD Summary report must be attached
13. No late quotations delivered after the official closing date and time will be accepted.
14. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
15. Price(s) quoted must be firm and must be inclusive of VAT.
16. A firm delivery period must be indicated.
17. All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the documents below:
18. Bidders must print the following documents from MCLM website under quotations.
 - **MBD 1. Invitation to bid**
 - **MBD 4. Declaration of interest**
 - **MBD 6.1 B-BBEE Status Level of Contribution.**
 - **MBD 8: Declaration of bidders past supply chain management practices.**
 - **MBD 9: Certificate of independent bid determination.**
 - **Sworn Affidavit: B-BBEE-EME.**
 - **Authority of Signatory**

If the MBD forms are not completed & submitted, your quotation will be rejected.

19. No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NUMBER:	F (B&T) 02/2019 TO FACILITATE THE GRAP TRAINING FOR FINANCE OFFICIALS.
ADVERTISING DATE:	Tuesday 11 June 2019
DEPARTMENT:	Department: Finance: Budget & Treasury
DESCRIPTION OF SERVICE	<p>1. SCOPE OF WORK</p> <p>Mogale City Local Municipality invites quotations from experienced service providers to conduct GRAP training for new and implemented standards for the 2018/2019 financial year. The objective of the training will be to better equip staff on all GRAP related matters before the finalization of submissions of annual financial statements, the training will include but not limited to:</p> <ol style="list-style-type: none"> 1. Effect on accounting policies of Mogale City presented in the annual financial statements. 2. Effect on Statement of financial Performance as per GRAP (General Recognised Accounting Practice) Standards. 3. Effect on Statement of Financial Position as per GRAP Standards. 4. Effect on cash flow statement and statement of comparison of budget and actual Amounts as per GRAP standards. 5. Effect on Statement of Net Assets as per GRAP standards. 6. Effect on notes disclosed as per GRAP standards. 7. Effect on compliance with new GRAP standards. 8. Give guidance to management on how to rectify/correct problematic areas. 9. Highlight impact of mSCOA on the financial statements 10. Provide training on new standards and improvements 2 or 3 days in-house training for 2018/19 financial year. 11. Provide the template that guide the process of review of annual financial statements (check list) <p>2. MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> • Proof of SAICA certificate of membership • 2-3 years Municipal environment Experience • Extensive knowledge of GRAP

3. DELIVERABLES

The assessment will be based on the following information as provided by MCLM:

- Give guidance to management on how to rectify/correct problematic areas
- Effect of the overall Financial statements presentation compliance with the GRAP standards
- Give guidance on the effect of mSCOA on the financial statements & review of annual financial statements.
- Training 20 MCLM staff for 2 or 3 days on GRAP statements for 2018/19 financial year:

Standards of GRAP are amended and improved, addressing accounting issues that will have an impact on the applicable reporting periods and beyond. The training should provide attending officials with a detailed GRAP implementation manual that will provide insightful, practical proposals to address the related implementation challenges. It should specifically include:

- ✓ GRAP accounting reporting frameworks applicable for financial year under review.
- ✓ A detailed discussion of the accounting treatment and disclosure requirements of the Standards of GRAP, read along with the Interpretations of Standards of GRAP (iGRAPS), where relevant, and practical guidance on HOW TO implement the standards. Detailed examples must be given to the attending officials on the procedures to be implemented to ensure technical GRAP compliance,
- ✓ A focus on the latest approved and effective Standards of GRAP (relevant for 2018/19 and future years).

POINT SCORING

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:
The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.

- 80 points for Price
- 20 points for BBBEE level of contribution

BBBEE Status level of contributor	Number of points(80/20 system)
1	20
2	18
3	16

TECHNICAL EVALUATION CRITERIA

- The below mentioned criteria regarding functionality are required for responsiveness
- and therefore eligibility for the next stage of evaluation.
- If the minimum of 20 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.
- If any criterion is rated zero points, the service provider will be rejected, even if the required 20 out of 36 points are achieved. A bidder that scores less than 20 points in respect of functionality will be disqualified.

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE																	
1	<ul style="list-style-type: none"> • Qualifications and experience of two individual team members in relation to the requirements set out within this project specification and may not be changed at time of implementation without prior notice to the client (MCLM) – CV's and proof of SAICA certificate of membership. <table border="1" data-bbox="516 919 1192 1423"> <thead> <tr> <th data-bbox="522 919 743 1016">Experience (Max Points 3)</th> <th data-bbox="753 919 971 1016">Required Qualifications (Max points 5)</th> <th data-bbox="980 919 1185 1016">Total Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="522 1022 743 1220">2-4 years (2) Above 5 years (3)</td> <td data-bbox="753 1022 971 1220">-CA/SA (2) - completed minimum of 3 similar projects (3)</td> <td data-bbox="980 1022 1185 1220">8</td> </tr> <tr> <td data-bbox="522 1226 743 1423">2-4 years (2) Above 5 years (3)</td> <td data-bbox="753 1226 971 1423">-CA/SA (2) - completed minimum of 3 similar projects (3)</td> <td data-bbox="980 1226 1185 1423">8</td> </tr> </tbody> </table> <p data-bbox="516 1465 1192 1495">Facilitator, Moderator or Assessor</p> <table border="1" data-bbox="483 1495 1211 1730"> <thead> <tr> <th data-bbox="490 1495 669 1562">Description</th> <th data-bbox="678 1495 873 1562">Experience</th> <th data-bbox="883 1495 1078 1562">Required Qualifications</th> <th data-bbox="1088 1495 1205 1562">Total Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="490 1568 669 1730">Training Facilitator</td> <td data-bbox="678 1568 873 1730">2-3 years (2)</td> <td data-bbox="883 1568 1078 1730">-CA/SA (1) - completed minimum of 3 similar projects (1)</td> <td data-bbox="1088 1568 1205 1730">4</td> </tr> </tbody> </table>	Experience (Max Points 3)	Required Qualifications (Max points 5)	Total Points	2-4 years (2) Above 5 years (3)	-CA/SA (2) - completed minimum of 3 similar projects (3)	8	2-4 years (2) Above 5 years (3)	-CA/SA (2) - completed minimum of 3 similar projects (3)	8	Description	Experience	Required Qualifications	Total Points	Training Facilitator	2-3 years (2)	-CA/SA (1) - completed minimum of 3 similar projects (1)	4	20	11
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2.	<ul style="list-style-type: none"> • The service providers experienced and track record of similar or relevant works. Attach appointment letters to substantiate the experience 3-5 clients = 3 points 	10	3																	

		5-10 clients =6 points 10 clients plus = 10 points			
	3.	<ul style="list-style-type: none"> Registered as accredited service provider, attach the proof of accreditation certification and letter of approval. SAQA US ID= 119348 Unit standard title=Apply selected GRAP (Generally Recognized Accounting Practices) to periodic reporting process <p>Note 1</p>	6	6	
			36	20	
	<p>All information and particulars necessary to properly evaluate the quotations must be furnished on the submission. Incomplete particulars and documents required to substantiate the Company's claim or insufficient documentary proof thereof will be construed to mean that the Company is forfeiting the evaluation points in that regard.</p>				
PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT	<p>QUOTATIONS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT:2000 PREFERENTIAL PROCUREMENT REGULATIONS, 2017</p> <p>4(1) If an organ of state decides to apply prequalification to advance certain designated groups, that organ must advertise the quotation with specific condition that only one or more of the following bidders may respond: (b) An EME (2) A quotation that fails to meet any prequalifying criteria will be unacceptable.</p>				

COMPULSORY RETURNABLE DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> Company registration documents Certified Copies of ID's of members/directors Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9 MBD 1. Invitation to bid MBD 4. Declaration of interest. MBD 6.1 B-BBEE Status Level of Contribution. MBD 8: Declaration of bidders past supply chain management practices. MBD 9: Certificate of independent bid determination. Schedule (fixed prices including Vat) Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents. Copy of latest municipal account and/or signed lease agreement by both parties. The bidding entity as well as all its directors must submit Municipal account which is not more than three (3) months in arrears or valid lease
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	<p>agreement which is in the name of the business and/or the directors, which must stipulate the responsibility of payment of municipal services.</p> <ul style="list-style-type: none"> ➤ If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services. ➤ If the business operates from the different address as per CIPC document, affidavit must be provided.
CLOSING DATE AND TIME	Tuesday 18 June 2019 @ 14:00PM
SUBMISSION OF QUOTES	Tender box Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Rofhiwa Mukwevho @ rofhiwa.mukwevho@mogalecity.gov.za – 011 951 2518 Patrick Smuts @ Patrick.smuts@mogalecity.gov.za – 011 951 2581

CONDITIONS:

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days from date of your offer
- **Bidder must attach the Central Supplier Database (CSD) registration summary report.**
- **Bidders must attach TCS Pin no (Tax Compliance Status).**
- **Bidders must attach municipal account or lease agreement as mentioned above.**

Name of Bidder: Tel No/ Cell No:

Contact Person Fax Number

Residential Address Postal Address

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E-mail address:

Supplier Number (CSD) MAAA:

Tax Compliance Status (TSC) Pin:

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Signature

.....
Date



RFQ: F (B&T) 02/2019

CLOSING DATE AND TIME: TUESDAY 18 JUNE 2019 @ 14:00PM

TO FACILITATE THE GRAP TRAINING FOR FINANCE OFFICIALS.

PRICING SCHEDULE

Description	Hours Rate	2018/19
GRAP training- 2 or 3 days, in house training of 20 officials		
GRAP Specialist Facilitator, Moderator or Assessor		
Training Material		
Travel and subsistence		
Grand Total (VAT Included)		

Note 1: Please note that if you are not registered as an accredited service provider to provide GRAP training, you are allowed to partner with such a registered and accredited service provider. This can be in the form of sub-contracting, a joint venture, etc. Please however attach full details of such an arrangement as well as all the necessary proof of accreditation.

Name of Bidder: Date:

Signature: Position: