

**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: CDS (SD) 05/2021**

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING ON UNIT STANDARD TITLE: 1. EDUCATE & WORK CLOSELY WITH THE COMMUNITY WITH REGARD TO SEXUALLY TRANSMITTED INFECTIONS (STI's), INCLUDING HUMAN IMMUNE VIRUS/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND TUBERCULOSIS (TB) 2. APPLY ESTABLISHED STRATEGIES AND PROCEDURES TO DEAL WITH RISK BEHAVIOUR AND PROMOTE PERSONAL WELLBEING**

**Advertising date: Monday 17 May 2021**

**Closing date and time: Monday 24 May 2021 @ 11:00AM**

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

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**The following conditions will apply:**

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1. Supply Chain Management Unit, Financial Management Services Department, 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. 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](http://www.csd.gov.za)
5. Bidders must ensure compliance with their tax obligations.
6. Bidders (Taxpayers) will need to register with SARS as E-Filers through the SARS's website @[www.sars.gov.za](http://www.sars.gov.za).
7. Foreigner suppliers must complete the pre-award questionnaire in PART B:3
8. The entity & all directors/Shareholders to submit municipal accounts not more than 90 days in arrears or lease agreement reflecting responsibility of municipal charges

9. Bidders must submit/ write their tax compliance status(TCS) number and CSD MAAA number.
10. Supply chain practitioner/s will print TCS CERTIFICATE with TAX COMPLIANCE STATUS (TC
11. No late quotations delivered after the official closing date and time will be accepted.
12. Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
13. Price(s) quoted must be firm and must be inclusive of VAT.
14. A firm delivery period must be indicated.
15. 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:
16. 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- (Original stamp from the Commissioner of Oath not a copy)**
  - **Authority of Signatory**

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

17. No quotation will be considered from persons in service of the state (MBD4)

**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.

<b>RFQ NUMBER:</b>	<b>CDS (SD) 05/2021</b> APPOINTMENT OF A QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING ON UNIT STANDARD TITLE: 1. EDUCATE & WORK CLOSELY WITH THE COMMUNITY WITH REGARD TO SEXUALLY TRANSMITTED INFECTIONS (STI's), INCLUDING HUMAN IMMUNE VIRUS/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND TUBERCULOSIS (TB) 2. APPLY ESTABLISHED STRATEGIES AND PROCEDURES TO DEAL WITH RISK BEHAVIOUR AND PROMOTE PERSONAL WELLBEING.	
<b>ADVERTISING DATE:</b>	Monday 17 May 2021	
<b>DEPARTMENT:</b>	Department: Community Development Services – Social Development	
<b>Central Supplier database MAAA:</b>		
<b>Tax Compliance Status (TSC) Pin:</b>		
<b>DESCRIPTION OF GOODS</b>	<p><b>1. INTRODUCTION AND BACKGROUND</b></p> <p>The HIV and AIDS Management Section is located within the Social Development Division, under the Community Development Services Department. The sub Division specializes on the Ward Based door to door HIV/AIDS programme. This is one of the Government's preventative approaches used nationally to educate and empower people with the information about the epidemic of the Human Immune deficiency Virus and assist them in turning the knowledge received into action. There are 77 ward based educators/volunteers who are conducting education on HIV/AIDS in the 39 Wards of Mogale City. Through door to door community education programme, the Municipality has been able to reach out to 287 355 people during the 2019/ 2020 financial year.</p> <p>The Sub Division plans to train 77 ward based educators/volunteers to improve their skills. The training is aimed at empowering, equipping learners, giving them an opportunity to better themselves and an exposure in learning more about community dynamics. It will also empower the volunteers with relevant and professional skills so that they can apply for better employment opportunities outside Mogale City Local Municipality. The accredited training/course serves as an exit plan from the programme as the ward based</p>	

educators/volunteers have signed a one year contract for the programme which ends in June 2021 and after, they are expected to look for other job opportunities.

## 2. SCOPE OF WORK

The successful service provider will be expected to conduct accredited training to Mogale City Local Municipality ward based educators/volunteers. The training should provide theoretical knowledge on HIV/AIDS, STI's & TB and provide practical learning for the learners. At the end of the training, the service provider is expected to assess the performance of the trainees and provide a competency certificate.

The training service provider will be expected to conduct training to 77 ward based educators/volunteers of Mogale City Local Municipality (where they would be required to apply their acquired skill and knowledge after the training).

### Training unit standards:

1. Educate & work closely with the community with regard to Sexually Transmitted Infections (STI's), including Human Immune Virus (HIV), Acquired Immune-Deficiency Syndrome (AIDS) and Tuberculosis (TB).
2. Apply established strategies and procedures to deal with risk behavior and promote personal wellbeing

Skills Programme Name	Unit Standard	Level	Learners
1.Educate & work closely with the community with regard to sexually transmitted infections (STI's), including Human Immune Virus and Acquired Deficiency Syndrome (HIV/AIDS)	<b>114491</b>	<b>NQF 4</b>	<b>77 Learners</b>
2. Apply established strategies and procedures to deal with risk behavior and promote personal wellbeing	<b>252513</b>	<b>NQF 4</b>	<b>77 learners</b>

The service provider would be expected to deliver training on all the specific outcomes and assessment as per the registered unit standard.

### **3. EXPECTED DELIVERABLES**

The training should develop learners to know their scope of practice, behave ethically when dealing with confidential information, conform to minimum standards and know when to refer a client. It should consist of but not limited to the following deliverables:

- Increase community awareness and knowledge of STI's, HIV/AIDS & TB
  - Basic symptoms of all STI's
  - Transmission paths of STI's, HIV & TB
  - Short, medium and long effects of STI's, HIV/AIDS & TB
  - Cultural, Social and religious views and perceptions of STI's, HIV/AIDS & TB
  - Myths and misconceptions about STI's, HIV/AIDS & TB
- Increase community awareness and knowledge of possible means of prevention of STI's, HIV/AIDS & TB.
- Ability to identify risk behavior and promote personal wellbeing in communities.

### **4. TIME FRAME**

The training is intended to commence as soon as the service provider is ready before by March 2021.

### **5. MINIMUM REQUIREMENTS OF THE TRAINING SERVICE PROVIDER**

The training service provider is expected to have the following verifiable / demonstrable experience and expertise:

- Accreditation with relevant HWSETA and learning programme approval certificate (Attached both certificates)
- Thorough knowledge and expertise in the facilitation of application / provision of the training
- Knowledge of Local Government environment.

### **6. TECHNICAL REQUIREMENTS**

The service provider must:

- Demonstrate the understanding of the scope of the work
- Demonstrate experience / track record in undertaking similar assignments
- Include the proposed methodology or approach envisaged in addressing the requirements in the Scope of Work.
- Training will be conducted in-house.

- Supply of training material and training equipment

## 7. PRICING SCHEDULE

In terms of Municipality procurement procedures, all tenders are evaluated on the basis of total cost (value for money). Potential service providers are required to prepare a plan of work with clear cost estimates based on the information provided in the terms of reference, as this will facilitate a comparison across the tenders. The plan of work is to include the tasks to be carried out, how long it will take to complete the tasks and number of people allocated to each tasks.

## 8. TECHNICAL EVALUATION CRITERIA

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Non-compliant bidders will be rejected after this phase and not continue to price scoring. These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price.
- If any total minimum score for any criteria is zero rated, the tenderer will be rejected, even if the required 05 out of 10 points are achieved.

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"> <li>• Qualifications and experience of the service provider in relation to the requirements set out in the scope of work. Minimum of 2 CV's with minimum 5 years' experience to be attached with copies of relevant qualifications.</li> </ul>	10	10
	<ul style="list-style-type: none"> <li>• Training institution / training provider to provide relevant proof of accreditation with Department of Higher Education or relevant Sector Education and Training Authority and learning programme approval certificate (attach both certificates)</li> </ul>	5	5
2.	<ul style="list-style-type: none"> <li>• The potential service provider's track record of similar or relevant work 3-5 years = 3 6-8 years = 5 9 years and above = 10</li> </ul>	10	5
	<b>TOTAL</b>	<b>25</b>	<b>20</b>

- For the purpose of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information on substantiation of

	<p>compliance to the evaluation criteria.</p> <ul style="list-style-type: none"> <li>The service provider should at least score a minimum of 20 points out of the 25 in order to be considered in the next evaluation phase.</li> <li>All information and particulars necessary to properly evaluate the RFQ must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.</li> </ul>																				
<b>POINT SCORING</b>	<p>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:</p> <p>The RFQ will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> <li>80 points for Price</li> <li>20 points for BBBEE level of contribution</li> </ul> <table border="1"> <thead> <tr> <th>BBBEE Status level of contributor</th><th>Number of points(80/20 system)</th></tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td><b>Non –compliant contributor</b></td><td><b>0</b></td></tr> </tbody> </table>	BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	<b>Non –compliant contributor</b>	<b>0</b>
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<b>COMPULSORY RETURNABLE DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>Company registration documents</li> <li>Certified Copies of ID's of members/directors (not copy of a copy)</li> <li>Completed MBD 1, MBD 4, MBD 6.1, MBD 8, MBD 9</li> <li>Bidder must attach the updated Central Supplier Database (CSD) registration summary report.</li> <li>Bidders must attach TCS Pin no (Tax Compliance Status).</li> <li>MBD 1. Invitation to bid</li> <li>MBD 4. Declaration of interest.</li> <li>MBD 6.1 B-BBEE Status Level of Contribution.</li> <li>MBD 8: Declaration of bidders past supply chain management practices.</li> <li>MBD 9: Certificate of independent bid determination.</li> <li>Schedule (fixed prices including Vat)</li> <li>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.</li> <li>Copy of latest municipal account/signed lease agreement by both parties.</li> <li>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 agreement which is in the name of the business and or the directors, which must stipulate the responsibility of payment of municipal services.</li> <li>If the responsibility of payment of municipal services is that of the tenant/lessee, please provide proof of payment of those services.</li> <li>If the business operates from the different address as per CIPC document, affidavit must be provided</li> </ul>																				

<b>CLOSING DATE AND TIME</b>	Monday 24 May 2021 @ 11:00AM
<b>SUBMISSION OF QUOTES</b>	Tender box Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Phumla Jonas Tel: 083 391 5572 or email phumla.jonas@mogalecity.gov.za

**CONDITIONS:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotations/s
- 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

Name of Bidder: ..... Tel No/ Cell No: .....

Contact Person ..... Fax Number .....

Residential Address

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Postal Address

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E-mail address: .....

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Signature

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Date