



Ref: Violet Sebola (SCM)

Tel: (011) 951-2014/2541/2177/2016

**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: CORP (HR) 04/2013**

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF TRAINING SERVICE PROVIDERS TO CONDUCT EMOTIONAL INTELLIGENCE LEARNING PROGRAMME FOR MANAGERS IN MOGALE CITY LOCAL MUNICIPALITY**

**Advertising date: Thursday 17 January 2013**

**Closing date and time: Thursday 24 January 2013 @ 11:00**

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 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the 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.
- 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.
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
  - **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.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- 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.

<b>RFQ NUMBER:</b>	RFQ- CORP(HR) 04/2013: Appointment of training service provider to conduct emotional intelligence learning Programme for managers in Mogale City Local Municipality
<b>ADVERTISING DATE:</b>	Thursday 17 January 2013
<b>DEPARTMENT:</b>	Corporate Services – Human Capital
<b>DESCRIPTION OF GOODS</b>	<p style="text-align: center;"><b><u>TERMS OF REFERENCE</u></b></p> <p><b>APPOINTMENT OF TRAINING SERVICE PROVIDERS TO CONDUCT EMOTIONAL INTELLIGENCE LEARNING PROGRAMME FOR MANAGERS IN MOGALE CITY LOCAL MUNICIPALITY.</b></p> <p style="text-align: center;"><b>1. <u>INTRODUCTION AND BACKGROUND</u></b></p> <p>Mogale City established a need to train Managers on emotional intelligence learning Programme to ensure the successful identification, assessment and prioritization of emotions and the economical application of resources to minimize, monitor and control emotional wellbeing. Mogale City Local Municipality therefore wishes to enlist the services of suitable accredited training providers to conduct aforementioned training to Managers in various departments of the Municipality.</p> <p style="text-align: center;"><b>2. <u>SCOPE OF WORK</u></b></p> <p>The successful training provider will be expected to conduct training to approximately 35 Managers from various departments of Mogale City Local Municipality where they would be required to apply their acquired skill and knowledge after the training. The training provider would be expected to deliver training on all the relevant unit standards as per the learning Programme The venue will be provided by the Municipality, and the service provider will determine the days and must also provide training materials and own equipment.</p> <p style="text-align: center;"><b>3. <u>EXPECTED DELIVERABLES</u></b></p> <p>3.1. Comply with the accreditation requirements (<b>attach accreditation certificate</b>)  3.2. Record, monitor and retain details of training provided to learners.  3.3. Support, Co-ordinate and monitor portfolio compilation for every learner.  3.4. Assist learners where required.  3.4. Documentation and recording project progress</p>

#### **4. TIME FRAME**

The training is intended to commence as soon as the provider is appointed

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

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

- Accreditation with relevant Seta
- Thorough knowledge and expertise in conducting Emotional Intelligence Learning Programme of this scale and nature.
- Knowledge of Local Government environment or any other Organ of State.

#### **6. TECHNICAL REQUIREMENTS OF THE PROPOSAL**

The proposal must:

- Demonstrate the understanding of the scope of the work
- Demonstrate experience / track record in undertaking similar assignments. Add at least three current contactable clients.
- Include the proposed methodology or approach envisaged in addressing the requirements in the Scope of Work
- Training would be conducted in-house
- Include an abridged company profile
- Bidders are requested to submit a priced proposal (including Vat) per learner
- Assessment and Certification
- Submission of Portfolio of Evidence

#### **7. PROJECT COSTING**

In terms of the Municipality's procurement procedures quotations are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential registered Training Service Providers are required to prepare a plan of work with clear cost estimates on each area defined in the scope above, as this will facilitate a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the task, person(s) allocated to each task, hourly rate to be charged and number of hours allocated for each task, travelling costs and all disbursements.

All assumptions made in preparing the cost estimate must be clearly indicated in the quotation.

<b>EVALUATION CRITERIA</b>	<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 price</li> <li>• 20 points for BBEE Contribution level</li> </ul> <table border="1" data-bbox="587 481 1316 891"> <thead> <tr> <th>BBEE 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>16</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 –complaint contributor</b></td> <td><b>0</b></td> </tr> </tbody> </table>	BBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	<b>Non –complaint contributor</b>	<b>0</b>
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<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Original, valid tax clearance certificate</li> <li>• Company registration documents</li> <li>• Copies of ID's of shareholders</li> <li>• Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>• Copy of latest municipal account</li> <li>• Schedule (fixed prices including Vat)</li> </ul>
<b>CLOSING DATE AND TIME:</b>	24 January 2013 at 11h00
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
<b>ENQUIRIES</b>	Stanley Maleka at (011) 951-2468/2477/2539/083 764 0258 or <a href="mailto:Stanley.maleka@mogalecity.gov.za">Stanley.maleka@mogalecity.gov.za</a>

**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.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer

NAME OF THE BIDDER: ..... TEL/ CELL NO: .....

CONTACT PERSON ..... FAX NUMBER.....

\_\_\_\_\_  
SIGNATURE OF BIDDER

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CAPACITY OF BIDDER