



Ref: Ofentse Matsose (SCM – Demand Management)

Tel: (011) 951-2177/2541/2014/16

**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) 16/2013**

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT CHAINSAW OPERATOR TRAINING FOR TWENTY (20) EMPLOYEES OF MOGALE CITY LOCAL MUNICIPALITY.**

**Advertising date: Friday 31 May 2013**

**Closing date and time: Monday 10 June 2013 @ 14:00**

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) 16/2013: Quotations are hereby invited for the appointment of training service provider to conduct chainsaw operator training for twenty (20) employees of Mogale City Local Municipality.								
<b>ADVERTISING DATE:</b>	Friday 31 May 2013								
<b>DEPARTMENT:</b>	Corporate Support Services – Human Capital Management Section.								
<b>DESCRIPTION OF SERVICES</b>	<p align="center"><b><u>TERMS OF REFERENCE</u></b></p> <p><b>APPOINTMENT OF TRAINING PROVIDER TO CONDUCT CHAINSAW OPERATOR TRAINING FOR 20 BENEFICIARIES OF MOGALE CITY LOCAL MUNICIPALITY.</b></p> <p><b><u>1. INTRODUCTION AND BACKGROUND</u></b></p> <p>Mogale City Local Municipality established a need to train and develop employees on chainsaw operation to ensure that employees are able to demonstrate knowledge of chainsaw parts and basic maintenance, be able to carry out periodic maintenance on a chainsaw and be able to demonstrate knowledge of safety during chainsaw use.</p> <p><b><u>2. SCOPE OF WORK</u></b></p> <p>1. The successful service training provider will be expected to conduct training to approximately twenty (20) employees of Mogale City Local Municipality where they would be required to apply their acquired skill and knowledge after the training.</p> <p><b>Chainsaw Operator Course: New Employees</b></p> <table border="1" data-bbox="411 1496 1485 1597"> <thead> <tr> <th>Course Name</th> <th>Unit Standard</th> <th>Duration</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td><b>Chainsaw Operator</b></td> <td><b>117064</b></td> <td><b>10 Days</b></td> <td><b>20 Learners</b></td> </tr> </tbody> </table> <p>The training service provider would be expected to deliver training on all the relevant unit standards as per the registered learning programme.</p>	Course Name	Unit Standard	Duration	Allocation	<b>Chainsaw Operator</b>	<b>117064</b>	<b>10 Days</b>	<b>20 Learners</b>
Course Name	Unit Standard	Duration	Allocation						
<b>Chainsaw Operator</b>	<b>117064</b>	<b>10 Days</b>	<b>20 Learners</b>						

### **3. EXPECTED DELIVERABLES**

- 3.1. Comply with the accreditation requirements (**attach accreditation certificate and learning programme approval letter**)
- 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.
- 3.5. Documentation and recording project progress
- 3.6. The programme is expected to be delivered in the context of the work situation, since the large part of this course relies on practical experience.
- 3.7. The duration of the course must cover all the minimum credits.
- 3.8. Supply of training material and training equipment.

### **4. TIME FRAME**

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

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

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

- Accreditation with relevant Seta and learning programme approval certificate (Attached both certificates)
- Thorough knowledge and expertise in the chainsaw operator training.
- Knowledge of Local Government environment.

### **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 with:
  - References
  - Service provider's track record

**FUNCTIONALITY  
EVALUATION  
CRITERIA:**

**7. PRICING SCHEDULE**

The price quoted must be inclusive of:

- Facilitation
- Course per learner
- Course fee per group of 15 employees
- Assessment and Certification.
- Submission of Portfolio of Evidence.
- Learner support.
- Price must be based on current LGSETA discretionary funding model.
- Supply of training material and training equipment.

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

NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"> <li>• Qualifications, experience and expertise of the service provider in relation to the requirements set out within these terms of reference.</li> </ul>	10	
	<ul style="list-style-type: none"> <li>• Training institution / training provider to provide relevant proof of accreditation with Council for Higher Education or relevant Sector Education and Training Authority</li> </ul>	5	
2.	<ul style="list-style-type: none"> <li>• The potential service provider's track record of similar or relevant work</li> </ul>	10	
	<b>TOTAL</b>	<b>25</b>	<b>18</b>

The above mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 18 points is not scored for functionality, quotations will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will further be evaluated and will not influence the points scored on Price.

If any criterion is rated zero points, the tenderer will be rejected, even if the required 18 out of 25 points are achieved.

	<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> <table border="1" data-bbox="587 510 1315 913"> <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>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>	BBBEE 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>
BBBEE 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>																				
<p><b>OTHER DOCUMENTS REQUIRED:</b></p>	<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>																				
<p><b>CLOSING DATE AND TIME:</b></p>	<p>Monday 10 June 2013 at 14h00</p>																				
<p><b>SUBMISSION OF QUOTES</b></p>	<p>Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp</p>																				
<p><b>ENQUIRIES</b></p>	<p>Stanley Maleka at (011) 951 – 2468/083 764 0258 or <a href="mailto:stanley.maleka@mogalecity.gov.za">stanley.maleka@mogalecity.gov.za</a></p>																				

**Conditions:**

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

Name of Bidder: .....

Tel No/ Cell No: .....

Contact Person .....

Fax Number .....

Residential Address

Postal Address

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

E-mail address: .....

.....

.....

Signature

Date

