



Ref: Maropeng Mokhatla (SCM)

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 (HRM) 10/2014

QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT INTERMEDIATE AND ADVANCED EXCEL TRAINING FOR FIFTEEN (15) EMPLOYEES OF MOGALE CITY LOCAL MUNICIPALITY.

Advertising date: Thursday 20 February 2014

Closing date and time: Tuesday 4 March 2014

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 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.

| RFQ NUMBER: | RFQ: CORP (HRM) 10/2014 Quotations are hereby invited for the appointment of training service provider to conduct / facilitate intermediate & advanced excel training for Fifteen (15) employees of Mogale City Local Municipality. | | | | | | | | |
|--------------------------------|---|-------------|--------------------|----------|------------|----------------------|--------------|--|--------------------|
| ADVERTISING DATE: | Thursday 20 February 2014 | | | | | | | | |
| DEPARTMENT: | Corporate Support Services – Human Capital Management | | | | | | | | |
| DESCRIPTION OF SERVICES | <p style="text-align: center;"><u>TERMS OF REFERENCE</u></p> <p><u>1. BACKGROUND</u></p> <p>Mogale City Local Municipality established a need to train and develop employees on Intermediate and Advance Excel to ensure that employees are able to plan, produce, use of spreadsheets to solve problems using a Graphical User Interface (GUI)-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency.</p> <p><u>2. SCOPE OF WORK</u></p> <p>1. The successful service training provider will be expected to conduct training to approximately Fifteen (15) employees of Mogale City Local Municipality where they would be required to apply their acquired skill and knowledge after the training.</p> <p>Intermediate and Advance Excel</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Course Name</th><th>ID Number</th><th>Duration</th><th>Allocation</th></tr> </thead> <tbody> <tr> <td>Qualification</td><td>61591</td><td></td><td>15 Learners</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 qualification.</p> | Course Name | ID Number | Duration | Allocation | Qualification | 61591 | | 15 Learners |
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| Qualification | 61591 | | 15 Learners | | | | | | |

3. EXPECTED DELIVERABLES

- 3.1. Comply with the accreditation requirements (**attach accreditation certificate and qualification 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 SERVICE PROVIDER

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

- Accreditation with relevant Seta and qualification approval certificate (Attached both certificates)
- Thorough knowledge and expertise in the facilitation of the qualification as stated above.
- Knowledge of Local Government environment will be an added advantage.

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.
- 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

All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points 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:

| 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 |
| Non –complaint contributor | 0 |

| | <p>The below 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.</p> <p>If any criteria is rated zero points, the tenderer will be rejected, even if the required 18 out of 25 points are achieved.</p> | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|---------|---------------|---------|---------------|---|---|----|--|--|--|---|--|----|---|----|--|-------|--|----|----|--|--|--|
| | <table><tr><th>NO.</th><th>DESCRIPTION</th><th>WEIGHTS</th><th>MINIMUM SCORE</th></tr><tr><td>1</td><td><ul style="list-style-type: none">Qualifications, experience and expertise of the service provider in relation to the requirements set out within these terms of reference.</td><td>10</td><td></td></tr><tr><td></td><td><ul style="list-style-type: none">Training institution / training provider to provide relevant proof of accreditation with Council for Higher Education or relevant Sector Education and Training Authority.</td><td>5</td><td></td></tr><tr><td>2.</td><td><ul style="list-style-type: none">The potential service provider's track record of similar or relevant work</td><td>10</td><td></td></tr><tr><td colspan="2">TOTAL</td><td>25</td><td>18</td></tr></table> | NO. | DESCRIPTION | WEIGHTS | MINIMUM SCORE | 1 | <ul style="list-style-type: none">Qualifications, experience and expertise of the service provider in relation to the requirements set out within these terms of reference. | 10 | | | <ul style="list-style-type: none">Training institution / training provider to provide relevant proof of accreditation with Council for Higher Education or relevant Sector Education and Training Authority. | 5 | | 2. | <ul style="list-style-type: none">The potential service provider's track record of similar or relevant work | 10 | | TOTAL | | 25 | 18 | | | |
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| TOTAL | | 25 | 18 | | | | | | | | | | | | | | | | | | | | | |
| OTHER DOCUMENTS REQUIRED: | <ul style="list-style-type: none">Original, valid tax clearance certificateCompany registration documentsCopies of ID's of shareholdersCompleted MBD 4, MBD 6.1, MBD 8, and MBD 9Copy of latest municipal accountSchedule (fixed prices including Vat) | | | | | | | | | | | | | | | | | | | | | | | |
| CLOSING DATE AND TIME: | Tuesday 4 March 2014 | | | | | | | | | | | | | | | | | | | | | | | |
| SUBMISSION OF QUOTES | Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp | | | | | | | | | | | | | | | | | | | | | | | |
| ENQUIRIES | Stanley Maleka at (011) 951 – 2468/083 764 0258 or stanley.maleka@mogalecity.gov.za | | | | | | | | | | | | | | | | | | | | | | | |

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

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|---------------------|----------------|
| Residential Address | Postal Address |
| | |
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| | |
| | |

E-mail address:

| | |
|-----------|-------|
| | |
| Signature | Date |