



Ref: Maropeng Mokhatla (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) 07/2015

Quotations are hereby invited for the appointment of qualified, experienced and accredited training service provider to conduct health and safety training for employees (i.e. health and safety representatives, fire fighting, first aid level-1, accident investigation, confined space entry and working on height and health and safety management perspective in terms of OHS act no 83 of 1993 as amended).

Advertising date: Friday 30 October 2015

Closing date and time: Monday 9 November 2015 @ 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 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 (HR) 07/2015 For the appointment of qualified, experienced and accredited training service provider to conduct health and safety training (i.e. Health and Safety Representatives, Fire Fighting, First Aid level-1, Accident Investigation, Confined Space Entry and working on height and Health and Safety Management Perspective in terms of OHS Act No 83 of 1993 as amended) to Mogale City Local Municipality employees.
ADVERTISING DATE:	Friday 30 October 2015
DEPARTMENT:	Corporate Support Services – Occupational Health and Safety
DESCRIPTION OF SERVICES	<p><u>SCOPE OF WORKS</u></p> <p>For the appointment of qualified, experienced and accredited training service provider to conduct health and safety training of employees (i.e. Health and Safety Representatives, Fire Fighting, First Aid level-1, Accident Investigation, Confined Space Entry and working on height and Health and Safety Management Perspective in terms of OHS Act No 83 of 1993 as amended).</p> <p>The successful training provider will be expected to conduct OHS training to a class of approximately twenty to thirty (20 – 30) employees from each programme. The appointed training provider will be expected to render the following listed programmes as per request by Mogale City Local Municipality.</p> <p><u>DELIVERABLES</u></p> <p>The training should enable the Municipal employees to apply their acquired skill and knowledge after the training.</p> <p>The training provider would be expected to deliver training on all the relevant unit standards as per the registered programme. 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. The duration of the course must cover all the minimum credits.</p> <p align="center"><u>ACCREDITATION</u></p> <p>The successful Service Provider must have accreditation from the following SETA's: HWSETA, TETA, LGSETA, CETA or any other relevant SETA. The Service provider must at the end of the training issue Certificates of Competency to the attendees.</p>

<p>POINT SCORING</p>	<p>PROGRAMMES: (accredited with relevant UNIT Standards)</p> <ul style="list-style-type: none"> • Safety and Health Environment Representatives. • First Aid Level One. • Senior Managers (16.2). • Fire Fighting. • Confine Space. • Accident Investigation. • Working on Heights • Hazardous Identification Risk Assessment (HIRA) <p style="text-align: center;"><u>PRICING</u></p> <p>Service providers must submit pricing which clearly state the following:</p> <ul style="list-style-type: none"> ○ The duration of training for each of the above- listed training programmes per person per training course. ○ Prices amounts to distinctively separate Novice and Refresher prices. ○ All prices must including VAT. . <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"> • 80 points for Price • 20 points for BBBEE level of contribution <table border="1" data-bbox="617 1339 1360 1759" style="margin-left: auto; margin-right: auto;"> <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>Non – compliant contributor</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The below mentioned criteria regarding Functionality is required for 	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 – compliant contributor	0
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7	4																				
8	2																				
Non – compliant contributor	0																				

<p>FUNCTIONALITY EVALUATION CRITERIA:</p>	<p>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.</p> <ul style="list-style-type: none"> Non-compliant bidders will be rejected after this phase and not continue to price scoring. <p>These criteria shall only determine whether a tender will further be evaluated and will not influence the points scored on Price.</p> <ul style="list-style-type: none"> If any total minimum score for any criteria is zero rated, the tenderer will be rejected, even if the required 13 out of 25 points are achieved <table border="1" data-bbox="435 531 1546 1356"> <thead> <tr> <th data-bbox="440 531 521 600">NO.</th> <th data-bbox="521 531 1149 600">DESCRIPTION</th> <th data-bbox="1149 531 1354 600">WEIGHTS</th> <th data-bbox="1354 531 1541 600">MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 600 521 911">1</td> <td data-bbox="521 600 1149 911"> <ul style="list-style-type: none"> Qualifications, experience and expertise of the service provider team in relation to Health and Safety training or facilitation. 2-3 years = 4 points 4- 5 years = 6 points 6 years and above = 10 points <p>Attach Curricula Vitae (CV's) of the personnel / team to be used as facilitators during the course of the project.</p> </td> <td data-bbox="1149 600 1354 911">10</td> <td data-bbox="1354 600 1541 911"></td> </tr> <tr> <td data-bbox="440 911 521 1052"></td> <td data-bbox="521 911 1149 1052"> <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 data-bbox="1149 911 1354 1052">5</td> <td data-bbox="1354 911 1541 1052"></td> </tr> <tr> <td data-bbox="440 1052 521 1289">2.</td> <td data-bbox="521 1052 1149 1289"> <ul style="list-style-type: none"> The potential service provider's track record of similar or relevant health and Safety Training 2-3 clients = 4 points 4-6 clients = 6 points 7 clients and above = 10 points </td> <td data-bbox="1149 1052 1354 1289">10</td> <td data-bbox="1354 1052 1541 1289"></td> </tr> <tr> <td data-bbox="440 1289 521 1356"></td> <td data-bbox="521 1289 1149 1356" style="text-align: right;">TOTAL</td> <td data-bbox="1149 1289 1354 1356">25</td> <td data-bbox="1354 1289 1541 1356">13</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should at least score the minimum of 13 points out of the 25 points in order to be considered to the next evaluation phase. All information and particulars necessary to properly evaluate the tender 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. 	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none"> Qualifications, experience and expertise of the service provider team in relation to Health and Safety training or facilitation. 2-3 years = 4 points 4- 5 years = 6 points 6 years and above = 10 points <p>Attach Curricula Vitae (CV's) of the personnel / team to be used as facilitators during the course of the project.</p>	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 health and Safety Training 2-3 clients = 4 points 4-6 clients = 6 points 7 clients and above = 10 points 	10			TOTAL	25	13
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<p>OTHER</p>	<ul style="list-style-type: none"> Original, valid tax clearance certificate Company registration documents 																				

DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 8, and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	Monday 9 November 2015 @ 14:00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Themba Dlamini: 011 951 2434 or themba.dlamini@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

Residential Address

Postal Address

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E-mail address:

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Signature

Date