



Ref: Ofentse Matsose: (SCM)
Tel: (011) 951-2541/2014/2177

ofentse.matsose@mogalecity.gov.za

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) 03/2016

**QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF A SERVICE PROVIDER
FOR THE DEVELOPMENT OF AN EMPLOYMENT EQUITY (EE) PLAN AND SUB-PLANS FOR
2015 - 2021**

Advertising date: Friday 21 August 2015

Closing date and time: Monday 31 August 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: Preference Points Claim Form in terms of the preferential procurement regulations 2011**
 - **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:	CORP (HR)03/2016 For the appointment of a service provider for the development of an employment equity (EE) plan and sub-plans for 2015 - 2021
ADVERTISING DATE:	Friday 21 August 2015
DEPARTMENT:	Corporate Support Services: Human Resource
DESCRIPTION OF SERVICES	<p style="text-align: center;">PROJECT SPECIFICATIONS</p> <p>Mogale City Local Municipality invites service providers for the development of the new Employment Equity (EE) Plan for 2015-2021.</p> <ul style="list-style-type: none"> ○ PROJECT DELIVERABLES <p><u>Conducting EE Analysis</u> as reflected in Section 19 of the EE Act, which must precede the development of the EE Plan. The analysis must include the development of a workforce profile at each occupational level and category so to determine to what extent designated groups are under-represented in the workplace. The analysis should inform the plan and accordingly be done prior to the development of the plan and sub-plans.</p> <ul style="list-style-type: none"> ○ Conducting of a gap analysis of each Division`s numerical progress ○ Benchmarking the results to the Employee Assistant Programme (EAP) and setting targets for each division ○ Conducting policy and practice analysis through the following methodology: ○ Focus groups discussion to be held with committee members and other relevant to review EE policies and assess barriers ○ Desk top analysis with Organizational Development (OD) ○ A paper based staff survey to be sent to all employees to further identify potential barriers and enablers to progress ○ The results of the analysis will be prepared for consultation and for the development Affirmative Action (AA) measures in the EE Plan ○ Assisting in the consultation process with the respective committees as may be required by MCLM <p><u>Development of the Group EE Plan and 10 Departmental EE Sub-plans for 2015-2021</u></p> <ul style="list-style-type: none"> ○ Development of the EE Group plan for 2015-2021 ○ Development and alignment of 10 Departmental Sub-plans for 2015-2021 ○ Development of a group plan with consolidated targets, AA measures and relevant Employment Equity Act (EEA) requirements ○ The sub-plans should include AA measures, numerical and non-numerical goals and objectives, time frames and standard requirements of the Employment Equity Act to ensure compliance and in line with MCLM`s plans for diversification and transformation

	<p>SPECIAL CONDITIONS</p> <ul style="list-style-type: none">○ Presentation and/ or handout material should be prepared and submitted to assist in consulting during the development phase and at the end of the completion of the plan○ The successful training service provider is expected to have association with accredited training company.																																				
<p>POINT SCORING</p>	<p>FUNCTIONALITY SCORING</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 BBEE level of contribution <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 (BBEE)</p> <p>for attaining the BBEE status level of contribution in accordance with the table below:</p> <table><tr><th>BBEE Status level of contributor</th><th>Number of points(80/20 system)</th></tr><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 –complaint contributor</td><td>0</td></tr></table> <p>The below mentioned criteria regarding functionality are required for responsiveness. If the minimum of 15 points is not scored for functionality the proposal will be rejected. A bidder that scores less than 15 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 15 out of 20 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">• Experience, specialists in the subject matter experts, knowledge of procedural requirements in Transformation, Diversity, EE and related Acts, Qualifications (please attach two (2) CV's)</td><td>10</td><td>10</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 2-3 clients =5 points 4 clients and above = 10 points</td><td>10</td><td>5</td></tr><tr><td></td><td>TOTAL</td><td>20</td><td>15</td></tr></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	Non –complaint contributor	0	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none">• Experience, specialists in the subject matter experts, knowledge of procedural requirements in Transformation, Diversity, EE and related Acts, Qualifications (please attach two (2) CV's)	10	10	2.	<ul style="list-style-type: none">• The potential service provider's track record of similar or relevant work 2-3 clients =5 points 4 clients and above = 10 points	10	5		TOTAL	20	15
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<p>FUNCTIONALITY EVALUATION CRITERIA</p>																																					

	For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality criteria mentioned. A bidder that scores less than 15 points in respect of functionality will be disqualified.
PROJECT COSTING	<p>In terms of the Municipality's procurement procedures proposals are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential service providers are required to prepare a plan of work with clear cost estimates based on the information provided in this Terms of Reference, as this will facilitates a comparison across proposals.</p> <p>The plan of work is to include detailed tasks to be carried out, how long it will take to complete the tasks, person allocated to each task, hourly rate to be charged and number of hours allocated for each task and disbursements.</p> <p>All assumptions made in preparing the cost estimate must be clearly indicated in the proposal.</p>
OTHER DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Original, valid tax clearance certificate • Company registration documents • 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 31 August 2015 @ 14:00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	<u>Mercy.Mtjekelo@mogalecity.gov.za</u> at 011 951 2442 /071 851 2340

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

