



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) 06/2016

QUOTATIONS ARE HEREBY INVITED FOR THE APPOINTMENT OF QUALIFIED, EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING ON LIFTING EQUIPMENT (i.e TRACK MOUNTED CRANE, CHERRY PICKER, FORK LIFT OPERATOR LICENSES) IN TERMS OF THE DRIVEN MACHINERY REGULATIONS AS CONTEMPLATED IN THE OHS ACT NO 83 OF 1993 AS AMENDED).

Advertising date: Friday 30 October 2015

Closing date and time: Friday 6 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) 06/2016 For the appointment of qualified, experienced and accredited training service provider to conduct training for employees on lifting equipment (i.e. Track Mounted Crane, Cherry Picker, Fork Lift Operator Licenses) in terms of the Driven Machinery Regulations as contemplated in the OHS Act No 83 of 1993 as amended.
ADVERTISING DATE:	Friday 30 October 2015
DEPARTMENT:	Corporate Support Services – Occupational Health and Safety
DESCRIPTION OF SERVICES	<p><u>SCOPE OF WORK</u></p> <p>For the appointment of qualified, experienced and accredited training service provider to conduct training for employees on lifting equipment (i.e. Track Mounted Crane, Cherry Picker, Fork Lift Operator Licenses) in terms of the Driven Machinery Regulations as contemplated in the OHS Act No 83 of 1993 as amended.</p> <p>The successful training provider will be expected to conduct a Lifting Equipment operator training to Mogale City Local Municipality employees, as per the Driven Machinery Regulations as incorporated in the Occupational Health and Safety Act No. 85 of 1993 as amended.</p> <p><u>DELIVERABLES</u></p> <p>The training should enable the Municipal employees to apply their acquired skill and knowledge in the safe operation of the Lifting Equipment.</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>PROGRAMMES: (accredited with relevant UNIT Standards)</p> <ul style="list-style-type: none"> • Truck Mounted Crane operator license • Folk Lifting Operator license • Cherry Picker operator license

<p>POINT SCORING</p>	<p><u>PRICING SCHEDULE</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="617 913 1360 1329"> <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>	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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<p>FUNCTIONANLITY EVALUATION CRITERIA:</p>	<ul style="list-style-type: none"> ● The below mentioned criteria regarding Functionality is required for 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. ● Non-compliant bidders will be rejected after this phase and not continue to price scoring. ● These criteria shall only determine whether a tender will further and will not influence the points scored on Price. ● 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"> <thead> <tr> <th data-bbox="431 289 521 359">NO.</th> <th data-bbox="521 289 1130 359">DESCRIPTION</th> <th data-bbox="1130 289 1338 359">WEIGHTS</th> <th data-bbox="1338 289 1557 359">MINIMUM SCORE</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 359 521 695">1</td> <td data-bbox="521 359 1130 695"> <ul style="list-style-type: none"> Qualifications, experience and expertise of the team in relation to lifting equipment training. 2-3 years = 4 points 4- 5 years = 6 points 6 years and above = 10 points Attach Curriculum Vitae (CV's) of the personnel / team to be used as facilitators during the course of the project. </td> <td data-bbox="1130 359 1338 695">10</td> <td data-bbox="1338 359 1557 695"></td> </tr> <tr> <td data-bbox="431 695 521 835"></td> <td data-bbox="521 695 1130 835"> <ul style="list-style-type: none"> Training institution / training provider to provide relevant valid proof of accreditation with relevant Sector Education and Training Authority </td> <td data-bbox="1130 695 1338 835">5</td> <td data-bbox="1338 695 1557 835"></td> </tr> <tr> <td data-bbox="431 835 521 1037">2.</td> <td data-bbox="521 835 1130 1037"> <ul style="list-style-type: none"> The potential service provider's track record of lifting equipment training 2-3 clients = 4 points 4-6 clients = 6 points 7 clients and above = 10 points </td> <td data-bbox="1130 835 1338 1037">10</td> <td data-bbox="1338 835 1557 1037"></td> </tr> <tr> <td data-bbox="431 1037 521 1108"></td> <td data-bbox="521 1037 1130 1108" style="text-align: right;">TOTAL</td> <td data-bbox="1130 1037 1338 1108">25</td> <td data-bbox="1338 1037 1557 1108">13</td> </tr> </tbody> </table>	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE	1	<ul style="list-style-type: none"> Qualifications, experience and expertise of the team in relation to lifting equipment training. 2-3 years = 4 points 4- 5 years = 6 points 6 years and above = 10 points Attach Curriculum Vitae (CV's) of the personnel / team to be used as facilitators during the course of the project. 	10			<ul style="list-style-type: none"> Training institution / training provider to provide relevant valid proof of accreditation with relevant Sector Education and Training Authority 	5		2.	<ul style="list-style-type: none"> The potential service provider's track record of lifting equipment 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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	<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. 																						
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 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