



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT

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QUOTE NO: UBU-Q-03/06/14  
Date: 10 JUNE 2014

REF NO: 25010

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR MFMP TRAINING FOR 4 INTERNS.**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "MFMP TRAINING FOR 4 INTERNS": - & UBU-Q-03/06/14" not later than the 20<sup>TH</sup> of JUNE 2014 at 12h00 to: 29 Margaret Street, Ixopo 3276

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) 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.
- 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 enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the Ubuhlebezwe Municipality database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e rates, water)
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
Mr G M Sineke Municipal Manager

ITEM NUMBER	QUANTITY	DESCRIPTION
	4	REQUEST QUOTATIONS OF ACCREDITED SERVICE PROVIDER TO CONDUCT A MFMP TRAINING FOR 4 INTERNS.
		<b>NB:16 UNIT STANDARDS</b>
		SUBTOTAL
		VAT (IF VENDOR)
		TOTAL

DELIVERY ADDRESS:  
**29 MARGARET STREET**  
**IXOPO**  
**3276**

## REQUEST FOR QUOTATION OF ACREDITED SERVICE PROVIDER TO CONDUCT A CPMD/MFMP TRAINING FOR 4 OFFICIALS

Quotations are hereby invited from approved, reputable, experienced, accredited and reliable service providers to provide CPMD/MFMP training for 4 officials. The training to be conducted within the province KZN. 16 Unit Standards to be done according to the one stipulated by National Treasury that is grouped into 6 Learning Programme as listed below:

Learning Programme; LP number	Learning Programmes	SAQA Unit Standard IDs
LP1	Strategic management; Budgeting implementation and Performance management	116358; 116342; (116345); 116364; 116363; 116341
LP2	Municipal accounting and Risk management	(119350); (119348); 116346; 116362; 116339; 116357; 116351
LP3	Governance and Legislation	116348; 116343; 116344; 116361; (119334)
LP4	Cost and capital planning	116347; 116340; (119331); (119341)
LP5	Municipal IT support and project management	(119351); (119352); (119343); 116360
LP6	SCM and PPP	116353; 119353

### COURSE CONTENT INCLUDES

- Facilitation of learning
- Learner guide and POE for learners
- Assessment
- Remediation
- Moderation of achievement
- Verification by LGSETA and
- Uploads of learner achievement and issuance of Statement of Results
- NQF Level 6

### BID CONDITIONS:-

- Preferential Procurement Policy Framework Act and its Regulations will apply
- The Ubuhlebezwe Municipality Supply Chain Management Policy will apply
- The General Conditions of Contract are applicable
- A valid Original Tax Clearance Certificate is to be submitted with the completed tender, as well as certified copy of company registration certificate and ID copies of owners.
- Proposal or Quotation submitted is to hold a good for a period of 90 days and prices must be firm & inclusive of VAT.

## EVALUATION CRITERIA

### STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 50% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 50% will not be considered for the 2<sup>nd</sup> stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

#### Qualification and functionality

**Experience of the business in similar projects (maximum points= 50)**

**(Please provide a table indicating the nature of previous work, value, date commence and date completed)**

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
6 + year	= 50 points

**Size of previous experience in similar project (size value of previous jobs) (maximum points= 30)**

R0	=0 point
R1 to R 50 000	=10points
R 50 001 – R 100 000	=20points
R 100 000 +	=30 points

**Personnel Experience (Relevant to this job) (maximum points= 20)**

0	=0 point
1-2 years	=10points
3-4 years	=15points
5+	=20 points

### STAGE 2

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80points for the price and 20 points for the BBBEE LEVEL. In ordered to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.

**Enquiries:** Enquires regarding this notice may be directed to Human Reasource Officer: Mrs L Khumalo on 039 834 7700 during office hours (08h00-16h30), Monday-Friday.