



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
Tel : 039 834 7700  
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Email: [procurement@ubuhlebezwe.org.za](mailto:procurement@ubuhlebezwe.org.za)

REF: 24999  
QUOTE NO: UBU-Q-03/07/15  
Date: 08 July 2015

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR ASSESSOR AND MODERATOR TRAINING**

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 "ASSESSOR AND MODERATOR TRAINING": - & UBU-Q-03/07/15" not later than the 17 July 2015 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 database not older than 1 year.
- **BBBEE Certificate bearing a SANAS LOGO or an auditor's or accountant's practise number (if your certificate does not have these, 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) not older than 2 months.
- 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	PRICE INCL. VAT IF VAT VENDOR
	05	<b>Request for an Accredited Service Provider to do an Assessor and Moderator Training for Senior Management</b>	
		Training to be in external, Cost to include Lunch of R60.00 per person per day.	
		Duration of three(03) days	

DELIVERY ADDRESS  
29 MARGARET STREET  
IXOPO  
3276

**UBuhlebezwe Local Municipality hereby invites professional service providers to submit cost quotations and proposals to undertake skills development for Moderator and Assessor Training for 05 Senior Management Employees as follows:-**

**1) Moderator and Assessor Training**

**Terms of Reference**

It will be a Skills Development Programme which will be aligned to unit standard (I.E.) 115759

Proof of programme accreditation

Duration of the course (05 days)

Cost for training, cost should include lunch for learners

Service Provider to provide laptops/desktops for learners

Venue will be provided by the Service Provider

Assessment methodology that will be used

For enquiries, please contact Mrs LH Khumalo at 039 834 7700

Late quotations will not be accepted.

**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 second 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.

**EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS- MAXIMUM 30 POINTS**

0	year	0 point
1-2	years	15 points
3-4	years	20 points
5+	years	30 points

**SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 30 POINTS (please attach proof of previous experience, no points to be given if proof is not attached)**

R0	0 point
R1-R50 000	10 points
R50 001-R100 000	20 points
R100 000 +	30 points

**PERSONNEL EXPERIENCE (RELEVANT TO THIS JOB)- MAXIMUM 20 POINTS**

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

**Reference letters maximum - 20 points**

1-5 letters = 10 points

Over 6 letters = 20 points

**POINTS SYSTEM**

**STAGE 2:**

80 points for price

20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.



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GM SINEKE  
MUNICIPAL MANAGER