



**UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749  
Fax: 039 834 2978 / 039 834 1168  
Email: [procurement@ubuhlebezwe.org.za](mailto:procurement@ubuhlebezwe.org.za)**

**QUOTE NO: UBU-Q-05/07/14  
Date: 03 July 2014**

**REF: 25399**

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR SKILLS PROGRAMME  
ON CUSTOMER AND RELATIONSHIP MANAGEMENT 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 "Customer and Relationship Management Training - & UBU-Q-05/07/14" not later than the 18 of July 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 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                                                                                                                                                                                                    | PRICE EXCL VAT |
|-------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|             | 12       | Request an accredited service provider to do a Skills programme on customer and Relationship management 12 ward councilors unit standard 45771 (in-house training). Cost of training to include lunch 3-5 days |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          |                                                                                                                                                                                                                |                |
|             |          | VAT                                                                                                                                                                                                            |                |
|             |          | TOTAL PRICE INCL                                                                                                                                                                                               |                |

DELIVERY ADDRESS

29 MARGARET STREET  
IXOPO  
3276

UBuhlebezwe Local Municipality hereby invites professional service providers to submit cost quotations and proposal to undertake skills development to Municipal Councillors, Officials and Unemployed Youth as follows:-

**1) CUSTOMER AND RELATIONSHIP MANAGEMENT: 12 WARD CLLRS (7791)**

**Terms of Reference**

It will be a Skills Development Programme which will be aligned to unit standard Proof of accreditation

Duration of the course, it will be specific to each requisition

Cost for training, cost should include refreshments for learners

For inhouse training venue will be provided by the Municipality

Assessment methodology that will be used

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

Late quotations will not be accepted.

Closing date 18<sup>th</sup> July 2014 at 12h00

**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 50 POINTS**

|     |       |           |
|-----|-------|-----------|
| 0   | year  | 0 point   |
| 1-2 | years | 15 points |
| 3-4 | years | 30 points |
| 5+  | years | 50 points |

**SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 30 POINTS**

|                  |           |
|------------------|-----------|
| R0               | 0 point   |
| R1-R50 000       | 10 points |
| R51 000-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 |

**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.

  
\_\_\_\_\_  
GM SINEKE  
MUNICIPAL MANAGER