



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-09/10/13  
Date: 30 OCTOBER 2013

REF NO: 25216

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR PROJECT  
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 "PROJECT MANAGEMENT TRAINING": - & UBU-Q-09/10/13" not later than the 08<sup>th</sup> of NOVEMBER 2013 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 Ubuhebezwe 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

## UBuhlebezwe Local Municipality

### INVITATION FOR QUOTATIONS FROM APPROVED SERVICE PROVIDERS TO PROVIDE PROJECT MANAGEMENT TRAINING FOR 06 EMPLOYEES

Quotations are hereby invited from approved, reputable, experienced, accredited and reliable service providers to provide a skills programme on Project Management Training as detailed below:-

Delegate	: 06 delegates
Specification	: An external training
Accreditation	: Accredited by any seta and or Council of higher Education to conduct this short learning programme. : Reference must be attached on your proposal. : Service Providers must have experience with other Municipalities or any other reputable organisations at least not more than 6 months old.

#### Terms of Reference

It will be a skills Programme

Duration of the course (16 weeks)

Assessment methodology that will be used

A detailed report after completion of the training, Submit it together with attendance register, invoice and certificates

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 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
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

#### **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