



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
Fax: 039 834 2978
Email:scm.procurement@ubuhlebezwe.gov.za

REF: 4009
QUOTE NO: UBU-Q-10/07/17
Date: 16 October 2017
RE-ADVERTISEMENT

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR TRAINING ON MINUTE TAKING AND REPORT WRITING.

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 **“TRAINING ON MINUTE TAKING AND REPORT WRITING” - UBU-Q-10/07/17** not later than **27 October 2017 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.
- The quote must be submitted on a separate page containing the letterhead of your business.
- 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.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- 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 NO	QUANTITY	DESCRIPTION	PRICE INCLUDING VAT
	17	Request an accredited service provider to conduct training for 14 Ward Support Clerk and 3 Officials	
		Plan & Prepare Meeting Unit Standard: 13934 NQF Level: 3	
		Minute Taking Unit Standard: 12153 NQF Level: 4	
		Report Writing Unit Standard: 110023 NQF Level: 4	
		Cost to include Lunch of R60 per person per day	
		Training to be Inhouse	
DELIVERY ADDRESS: 29 MARGARET STREET IXOPO 3276			

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.

1. EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS- MAXIMUM 20 POINTS

1-2 years	05 points
3-4 years	10 points
5+ years	20 points

2. PERSONNEL EXPERIENCE (RELEVANT TO TRAININGS, PLEASE ATTACH DETAILED CV'S) - MAXIMUM 20 POINTS

1-2 years	05 points
3-4 years	10 points
5+	20 points

3. TRACEABLE REFERENCES (ATTACH COPIES) – MAXIMUM 20 POINTS

5 Points per reference letter

4. COPY OF ORDERS/APPOINTMENT LETTER (ATTACH COPIES) MAXIMUM - 20 POINTS

5 Points per appointment letter/order

5. METHODOLOGY AND COURSE CONTENT 20 POINTS

Service Providers are required to attach a detailed methodology and course content to be covered in the course.

Methodology and course content (good)-	20 points
“(average)-	10 points
“(poor)-	05 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.