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Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the **appointment of an accredited training for a three day secretaries workshop as detailed in the enclosed list.**

The quotation must be submitted on the letterhead of your business in a sealed envelope indicating the name of bid must be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **17 November 2022**. For **queries** please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mrs. Z. Dastile

Tel: 045 932165

For Supply Chain Queries: Ms. N. Thuli

Tel: 045 932 8134

APPOINTMENT OF AN ACCREDITED TRAINING PROVIDER FOR A THREE DAY SECRETARIES WORKSHOP : ELM-4/023/2022-2023

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 5) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 6) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 7) the price(s) quoted are valid for at least ninety (90) days from date of your offer.
- 8) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 9) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and
 - c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners .
- 4) Latest municipal account statement or lease agreement or affidavit from the South African Police Services and a letter from ward councillor.
- 5) Tax Compliance status documents with PIN from SARS must be attached
- 6) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or accounting officers as contemplated in the CCA or registered auditors.

3. Returnable schedules required for tender evaluation processes

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

Elundini Municipality Supplier Declaration form (which is downloadable on the municipal website)

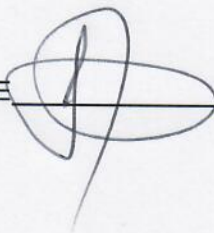
www.elundini.org.za

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

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 90 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Only locally produced service or goods or locally manufactured goods meet the stipulated minimum threshold for local production.
- 8) Failure to comply with these conditions may invalidate your offer.
- 9) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 10) General Conditions of Contract 2010 will apply in this Request for Quotation
- 11) By mere submission of the bid, the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 12) National Treasury circular no. 9 of 2017/18 Price shall apply.
- 13) Bidders must be allowed to submit bids by hand or by courier on condition that the responsibility of depositing the tender, bid or proposal lies squarely with the bidder not the Municipality

SIGNATURE



DATE

05/11/2022

SPECIFICATION

1. SCOPE OF WORK

- 3.1. Accredited Training and Development/ HRD Consultants are required to submit quotations for the implementation of Secretaries workshop for nine employees .
- 3.2. This Capacity Building workshop will be conducted in Gqeberha for three days ,
- 3.3. The bidder is expected to submit a clear programme /Broucher of the above mentioned Workshop to motivate the Secretaries.
- 3.4. Some of the Activities that will be conducted will include the following . Spar Treatment/ Massage , Game drive, Boat cruise, Special gift hamper etc.
- 3.5. Bidders are advised to submit a clear Quotation and include amount in each activity.
- 3.6. Interested bidder(s) must have capacity to provide the above workshop that the ELM requires and bill later after the service has been rendered;
- 3.7. Ensure that the quality of the Workshop is of high standard;
- 3.8. It is important that the company should have conducted at least 3 Workshops for Secretaries day.
- 3.9. The list provided should have contactable reference numbers to enable verification of the task/s claimed to have been completed.

2. Duration of the Workshop

Three (3) Days

3. Number of Participants

9

4. Training Venue and Meals

To be quoted by the Bidder

EVALUATION CRITERIA

The 80/20 preferential procurement point system will be applied as the project is estimated to be more than **R30,000.00**

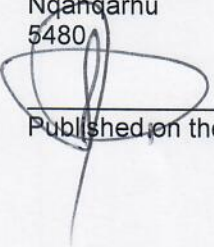
Price - **80 points**
B-BEE status level of Contribution - **20 points**

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Nqanqarhu
5480


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