



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

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Tel: 045 9328100 | Fax: 045 9321094

Social Media | Facebook: @Elundini Local Municipality | X: @ ElundiniLM

| YouTube Channel: @Elundini Local Municipality | Instagram: @elundini_lm

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the training of SMME's 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 Nqanqarhu, Finance Department, Cashier Reception area before 12h00 on the **30 November 2024**. For queries please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Ms V. Ndikana

Tel: 045 932 8162

For Supply Chain Queries: Ms. N. Thuli

Tel: 045 932 8134

TRAINING OF SMME'S – ELM-6/008/2024-2025

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) 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

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager



3. Returnable schedules required for tender evaluation processes

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1 Preferential Procurement Policy Regulations PPR2022

MBD 7.1 Purchase of goods/works

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.gov.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) Failure to comply with these conditions may invalidate your offer.
- 8) 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.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid, the bidder automatically consents 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.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.
- 12) 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.
- 13) Bid will be evaluated based on 80/20, 80 for price and 20 points. Proof to claim points for specific goals see table for specific goal
- 14) Should the bidder not submit proof to claim specific goals no points will be allocated.

SIGNATURE _____ DATE _____

SPECIFICATION

Elundini Local Municipality would like to invite suitable qualified service providers to submit quotations for the training of SMME's as listed below:

Project Scope

Elundini Municipality seeks to upskill SMMEs on tendering processes, business mentoring so as to improve their continuity and sustainability. A qualified facilitator and accredited service provider is required to cover the following scope of work for 3 days for 50 SMMEs on infrastructure related projects. (Tlokoeng, Ugie and Nqanqarhu). The venue for the training will be at Tlokoeng.

For ease reference the municipality will provide infrastructure procurement strategy, wherein the municipality intends to allocate a percentage of its budget to SMMEs hence there is an incubation programme. This has led to the municipality to solicit services of the accredited service provider who will assist in training them as part of the programme thereof.

It is important to mention that one of the deliverables for the appointed service provider is to design a commitment form for CIDB Grade 1-3, as the municipality 'vision is to ensure graduation from one grade to another. In this form SMME is supposed to undertake that the package orders allocated to them will uplift them to the next upper limit as per CIDB Categories of grading. This will also assist the municipality to monitor growth of the SMMEs and to exterminate the reluctance of the SMMEs to upgrade with CIDB once the work is certified as complete.

Bidder must familiarize themselves of the Elundini Local Municipality SCM policy prior to training.

DAY 1

Bidder must be familiar and be able to relay and capacitate SMMEs on the following: _-

- Procurement governing legislation. (Section 217 of the South African Constitution Act, MFMA, PPPFA, CIDB, National Treasury Practice Notes, Case Laws and another Legislative framework. NECC3 Forms of contract
- Procurement thresholds and governing legislation.
- Completing responsive tender document and returnable documents in terms of GCC and NEC 3 Contracts.
- Responding to requirements/conditions and special conditions of tender.
- Understanding functionality/eligibility in terms of the requirements of the PPPFA, SANS 10845 and CIDB Standard form of uniformity
- Local Production and content

- Specific Goals and substantial documents as means of verification (PPPR 2022)
- Comprehensive interpretation of “locality” in the SCM regime.
- Procedures to follow when requesting information from an Organ of state e.g when bidder was informed /not informed of the outcomes of the bid
- Department of Labour requirements for tender
- BBBEE JV requirements and JV agreement (Bidder must provide sample of JV Agreement)
- Bidder must provide Sample of Cession Agreements and advise on available sources of funding in South Africa.
- Bidders must capacitate SMMEs of Ethics management and code of conduct for suppliers and repercussions thereof.

Scope of work for DAY 2:

- Practical filling of Tender Documents using Elundini Municipality Tender document (NEC3 Forms of Contract) and SANS 10845
- Important aspects in functionality and Eligibility Criteria
- Calculation of points

Scope of work for DAY 3:

One on one engagement with the company for more clarity on training matters of the previous and following year (Mentorship).

Test for responsiveness

Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer’s opinion, would:

- detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
 - significantly change the Employer’s or the tenderer’s risks and responsibilities under the contract, or
 - affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.
- Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

ELIGIBILITY CRITERIA

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

1. The tenderer:
 - (a) Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to continue to function in the event of a death or withdrawal of one of the partners;
 - Submit Joint Venture agreement in the case of joint venture.
 - Fully completed Compulsory Returnable Documents for JV
2. The Tenderer can demonstrate that he will have in his employ during the contract period the necessary personnel satisfying the requirements of the Scope of Work. Suitable personnel must be meet the following requirements: -
 - ✓ **Lead facilitator:** The qualification and competence of the facilitator to provide the service must be a Finance related qualification at NQF Level 7 with proven relevant experience in the similar field (more than 10 years training experience in the Supply Chain Management in the local government sector). CV and qualifications to be attached
3. The tenderer can provide at least five (5) contactable client references for the provision of training in the SCM field – Local Government
4. Directors or company is not in the Treasury's database of restricted suppliers and not a shareholder or facilitator is in the organ of state

Proposals

The proposal should clearly outline the following:

- ✓ The qualification with the modules and accreditation;
- ✓ An indication of the training content and outcomes;
- ✓ The training methodology to be used;
- ✓ Coaching and mentoring approach and methodology;
- ✓ Project work plan with timeframes for deliverables;
- ✓ A list of clients and samples of similar previous work undertaken; and
- ✓ Trainers, facilitators and mentors Curriculum Vitae.
- ✓ JV Eligibility requirements:
 - A Joint venture must submit a consolidated valid original or certified copy of B-BBEE certificate must be submitted with the bid OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths prepared and issued in terms of the amended B-BBEE Construction Sector

Codes (CSC000) must be submitted in order to qualify for preference points for B-BBEE. Failure to comply with this, will automatically results in the non-awarding of points for B-BBEE. (This will not disqualify bidders but points for B-BBEE will not be allocated) (This is not a disqualifying factor but no points allocation where this documents is required but not attached)

SPECIFIC GOAL

Specific goals for the tender and points claimed are indicated as per the table below.

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by tenderer)	Means of Verification
Tender Price	80 Points		
EME or QSE which is at least 51% black owned	5		Company Registration Document and certified BBBEE Certificate
EME or QSE which is at least 51% black owned which are youth	5		Company registration document and certified ID copy
An EME or QSE which at least 51% owned by black owned by Local (Local businesses within the Elundini Geographic Area	10		Proof of residence along with CSD
Sub-Total (Specific Goals)	20 Points		

FUNCTIONALITY: Bidders must make 70% out of 100 points in order to proceed to second stage of evaluation

CRITERION	MAXIMUM TO BE AWARDED
<p>Experience</p> <p>6 Projects undertaken successfully in providing Supply Chain Management training, particularly, within the public sector and/or municipal environment.</p> <p>Lists of projects undertaken by the bidder may also include at least projects on SMME training which includes BOQ training for construction Industry.</p> <p>Less than 6 projects = 0 points</p> <p>NB: Appointment letter(s) and Reference letter (s) MUST be in the letterhead of the client / institution where the bidder has successfully implemented similar project and must be attached in order to claim points.</p>	35


<p>No points will be allocated where there is insufficient means of verification.</p> <p>Maximum points 25</p> <p>The tenderer must be accredited with relevant statutory body for training. (SETA) = 10 Points</p>	
<p><u>Expertise (Lead Facilitator)</u></p> <p>The Qualification and competence of the facilitator to provide the service should be a Finance related qualification at NQF Level 7 = 25 points; (submit certified qualifications)</p> <p>No NQF Level = 0 Points</p> <p>Proven experience in the same field (facilitator must have undertaken at least four (10) projects of the similar nature (SCM training) in the last five years.) =20 Points (CV's and certified qualifications to be attached)</p> <p>LESS 10 PROJECTS = 0 points</p> <p>CV with contactable references must be attached.</p> <p>Maximum Points 20</p>	<p>45</p>
<p><u>Methodology</u></p> <p>A more comprehensive and detailed methodology that cut across all the course objectives set out herein.</p> <p>30 Points – Sound methodology (The bidder must show understanding of the overall training and present a schedule for the training)</p> <ul style="list-style-type: none"> ✓ The qualification with the modules and accreditation = 5 points ✓ An indication of the training content and outcomes = 5 Points ✓ The training methodology to be used= 5 Points ✓ Coaching and mentoring approach and methodology = 5 Points ✓ Project work plan with timeframes for deliverables= 5 Points ✓ A list of clients and samples of similar previous work undertaken; and Trainers, facilitators and mentors Curriculum Vitae = 5 points ✓ Bidder must provide sample of JV Agreement) 	<p>30</p>

<ul style="list-style-type: none"> ✓ Bidder must provide Sample of Cession Agreements and advise on available sources of funding in South Africa. ✓ Bidder to submit a sample form of undertaking for SMMEs to upgrade for upper limit for CIDB on package orders issued. 	
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<ul style="list-style-type: none"> ✓ The trainers/facilitators must have excellent command of the English language, - 5 Points Xhosa Language – 5 Points and Sotho Language.- 5 points 	15
TOTAL	155

EVALUATION CRITERIA Venue and meals will be provided by the municipality and training will be facilitated within Elundini Jurisdiction.

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Nqanqarhu
5480


Published on the 20 November 2024

