

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for Re-advert -Provision of training of SCM and other role player bid committees 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 **25 June 2026** . For queries please email to scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr K.Sobekwa

Tel: 045 932 8265

For Supply Chain Queries: Ms. N. Thuli

Tel: 045 932 8134

RE-ADVERT PROVISION OF TRAINING FOR SCM BIDS COMMITTEE AND OTHER ROLE PLAYERS INVOLVED IN SCM PROCESSES (34 DELEGATES) – ELM-2/012/2025-2026

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

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 PPPR2022

MBD 7.1 Purchase of goods /services

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 for specific goal points . Proof to claim points for specific goals see table below .
- 14) Should the bidder not submit proof to claim specific goals no points will be allocated.
- 15) No service or goods may be rendered /supplied until an official purchase order has been issued.
- 16) Contract shall be automatically cancelled where conflict of interest was not disclosed

SIGNATURE _____

DATE _____

SCM MANAGER

YEARS
OF FREEDOM

Scope of work/ deliverables : Training of 34 SCM bid committee and other role players involved in scm processes

1. The MFMA Supply Chain Management Bid Committees Training must provide with the skills and tools needed to operationalise the legislative requirements as stipulated in the Municipal Finance Management Act (MFMA), Preferential Procurement Policy Framework Act (PPFA) and Preferential Procurement Regulations in order to help SCM role players and Bid Committee Members to successfully implement supply chain management systems and make informed decisions when dealing with bids. In addition, to understand the delegations, roles and functions of various bid committees (including their meeting procedures), as well as the application of the preference point system and calculation of points.
2. This training is ideal for senior managers and/or a member of a bid specification, evaluation and adjudication committee and other SCM role players. **Duration of training is for two (2) days**
3. The training must include but not limited to the following:
 - Regulatory framework applicable to the Bid Committee System and critically , their importance and applicability thereof.
 - Emphasis on Local Government Framework for Infrastructure Delivery and Procurement Management (LGFIDPM) and Infrastructure Procurement Gates
 - Update on the Preferential Procurement Policy Framework Act 2022
 - ✓ **Applicability**
 - ✓ **The difference between PPR 2017 and PPR 2022**
 - ✓ **Determining a Preferential Procurement Policy**
 - ✓ **Specific goals and overview of RDP document**
 - ✓ **Invitation to tender**
 - ✓ **Specifications and evaluation of tenders**
 - ✓ **Evaluation in terms of price and preference point systems.**
 - ✓ **Point system for tenders for income-generating contracts.**
 - ✓ **Criteria for breaking deadlock in scoring**
 - ✓ **Omissions**
 - Update on new MFMA Circulars including but not limited to GOVERNMENT GAZETTE NO. 4198, 14 December 2023.
 - Joint ventures/consortia: differences and similarities

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- **Administration process during Bid Adjudication Committee meetings (composition and appointment of members, duties of various office bearers/observers/consultants)**
- Meeting procedures and conduct of members
- **Compilation of the Specifications**
- **Evaluation criteria, weights and values**
- **Price and functionality**
- **Formulae and calculation of points**
- **Developing and compiling score sheets**
- Calculation of points and conversion to preference point systems
- **Local content and production**
- Practical exercises and/or case studies

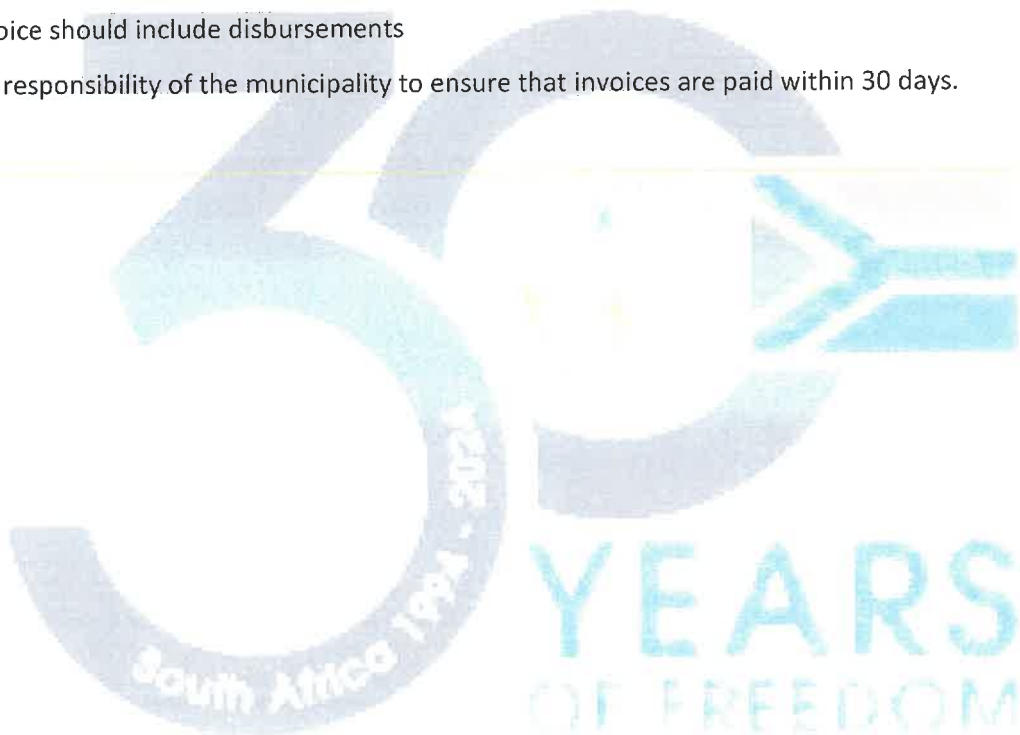
4. By the end of this course participants should be able to:

- Understand the elements of the Supply Chain Management model within public service that applies to the bid committee system to establish the Supply Chain Management context.
- Understand the regulatory framework that governs Supply Chain Management within the public service to demonstrate an understanding of how each legislation and/or prescript regulates the decision making of bid committees.
- Know the ethical conduct for Supply Chain Management practitioners within the public service and how this impact on bid committee member behaviour.
- Understand general principles imbedded in municipal sector procurement
- Compile tender documentation and bid invitation for a specific commodity, according to SCM Regulations, and other regulatory framework in order to ensure that the process is fair, cost effective, competitive, transparent, and equitable.
- Evaluate bids and compile a written submission to the Bid Adjudication Committee recommending the award of the bid to a provider according to bid specification criteria to ensure fairness and compliance and ensure that value for money is attained
- Consider for the adjudication of bids, the written submissions from the Evaluation Committee for fairness, correctness and compliance against predetermined bid criteria or for the drawing up of a resolution to the relevant authorities for the award of the bid to a provider.

- Link the procurement process to the new SCM regulations and other relevant prescripts such as Construction Industry Development Board (CIDB Best Practices) and amendments to the BBBEE Act and the Codes
 - Understand in order to give an update on the Industrial procurement and Local Production in content. Implement the prescribe procurement procedures relating to the invitation and acceptance of price quotations
 - Identify and adhere to the procedures for advertising bids or quotations
 - Determine the bid procedures for appointing consultants
 - Fully understand functions of bid committees
 - Understand critical issues to consider when developing specification
 - Understand critical issues to consider when evaluating bids
 - Understand critical issues to consider when awarding bids
 - Link the bidding process to the latest case laws occurred between the organs of state and bidders.
 - **Format of the Bid Evaluation Committee's recommendation report**
 - Bid Adjudication Committee Meeting Procedures
5. The successful bidder shall on the first day of the training conduct advanced training for Bid specification committee, wherein, participants should be able to understand the following: -
- Compilation of bid documentation such that documentation should be legally and technically correct and should assign risk in an appropriate manner in line with SCM Regulations of the MFMA, Supply Chain Management: A Guide for Accounting Officers of Municipalities and Municipal Entities Section 4.5.2 & 4.5.3.
6. The qualification and competence of the facilitator to provide the service should be a Finance related qualification at NQF Level 7 with proven relevant experience in the similar field.
7. The successful bidder shall Development of terms of reference for all bid committees in line with Elundini Municipality Policy, SCM regulations & Code of Conduct.
8. Certificate of attendance will be required on all delegates that attended the training.
9. Venue and meals will be provided by the municipality and training will be facilitated within Elundini Jurisdiction

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10. The bidder must present skills transfer plan on the methodology, which must be incorporated into the contract.
11. The professional team will report direct to Project Manager and submit reports in writing.
12. The bidder must have experience in providing Supply Chain Management training, particularly, within the public sector and/or municipal environment.
13. Project Costs & Payment Milestones
 - The service provider shall determine the total cost of the project and submit tax invoice
 - The invoice should include disbursements
 - It is the responsibility of the municipality to ensure that invoices are paid within 30 days.



Evaluation criteria

National Treasury circular No. 53 of MFMA Act No. 56 of 2003 will be apply.

Bidders to note that a minimum threshold of 70 points MUST be scored in order to proceed to the evaluation of pricing and specific goal points

CRITERION	MAXIMUM TO BE AWARDED
Experience Experience in providing Supply Chain Management training, particularly, within the public sector and/or municipal environment. Lists of projects undertaken by the bidder in similar service- The bidder will be awarded five (5) points for each project executed successfully, NB: Reference letter (s) MUST be in the letter head of the client / institution where the bidder has successfully implemented similar project and must be attached to the proposal in order to claim points. Maximum points 25	25
Expertise (Key personnel/Facilitator) 1. The Qualification and competence of the facilitator to provide the service should be a Finance related qualification at NQF Level 7 = 25 points No NQF Level = 0 Points 2. Proven experience in the same field (facilitator must have undertaken at least four (4) projects of the similar nature in the last five years.) • 5 points per project completed. • CV with contactable references must be attached.	45

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Maximum Points 20	
Methodology A more comprehensive and detailed methodology that cut across all the course objectives set out herein. 30 Points – Sound methodology (The bidder must show understanding of the overall training and present a schedule for the training) 1. Legislative Framework = 5 points 2. Implementation Schedule • Step by step program of the implementation of the project including the number of days for the training. = 15 Points 3. Reporting = 5 Points 4. Project Costs & Payment Milestone= 5 Points 0 points – poor methodology (copy and paste of the tender invitation)	30
TOTAL SCORE FOR FUNCTIONALITY	100

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PPPFA 2022 Regulations shall apply.

Specific goals : No points will be allocated where no means of verification provided

Specific Goals for this bid are as follows:



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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 the tenderer)	Means of verification
Tender Price	80		
An EME or QSE is at least 51% Youth-Enterprise 18-35 (ELM)	5 Points		• Company Registration document • Certified ID copy
An EME or QSE is at least 51% Disability-Equity ownership	2 Points		• Certificate from SASSA or Doctor Certificate (Proof of Disability)
An EME or QSE is at least 51% Local Business (ELM)	5 Points		• Proof of residence along with CSD report
An EME or QSE is at least 51% Black Owned	8 Points		• Company Registration document • Certified B- BBEE certificate or Sworn Affidavit
Sub-Total (Specific Goals)	20 Points		

No points will be allocated for non-submission of proof for specific goals

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EVALUATION CRITERIA

The 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Price	-	80 points
Specific goals	-	20 points

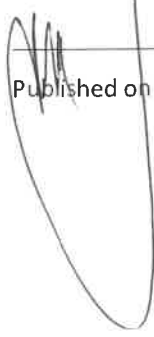
DELIVERY ADDRESS:

Elundini Local Municipality

No.1 Seller Street,

Nqanqarhu

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