

Bid No: SCM 06/2024/25

Supply Chain enquiries: 016 973 8742/44

Date: 19 July 2024

Request for formal Written Quotation

Kindly furnish Metsimaholo Local Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR FACILITATION OF TRAINING PROGRAMME IN CONDUCTING DISCIPLINARY HEARING IN THE WORKPLACE (SAQA ID 255514) FOR 25 DELEGATES.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **26 July 2024 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- The bidder must attach 01 reference letter (previously chaired disciplinary hearing or conducted training programmes) from any institution as a reference of previous work implemented.
- The service provider must provide their certificate of accreditation with the relevant Sector Education Training and Authority or Council of Higher Education.
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)**, for locality purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on the Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloun
Municipal Manager

SPECIFICATION

DESCRIPTION
Request for seven days bid for accredited services provider for facilitation of Training programme in conducting disciplinary hearing in the workplace (SAQA ID 255514) for 25 employees with duration of 03 days.
TERMS OF REFERENCE
<ul style="list-style-type: none">- The bidder must be able to provide training for the duration of the training programme (at the facilitators venue, classroom method).- The bidder must be able to conduct assessments and issue certificates of competency to participants who found competent.- The bidder must be able to recommend remedial programme when need arises.- The bidder must bring own tools of learning such as flipcharts, stationary, pen, board marker and projector.- The bidder must issue learning materials.
COMPLIANCE
EXPERIENCE
<ul style="list-style-type: none">- The bidder must have previously conducted chairing disciplinary hearing training or related training programmes.- The bidder must attach 01 reference letter from various institutions as a reference of previous work implemented.
CAPACITY
<ul style="list-style-type: none">- The bidder must provide their certificate of accreditation with relevant Sector Education Training and Authority or Council of Higher Education.

RETURNABLES

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- The bidder must attach 01 reference letter (previously chaired disciplinary hearing or conducted training programmes) from any institution as a reference of previous work implemented.
- The service provider must provide their certificate of accreditation with the relevant Sector Education Training and Authority or Council of Higher Education.
- **Service provider** must submit **municipal rates and taxes statement on the company name that** is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.