

Bid No: SCM 14/2024/25

Supply Chain enquiries: 016 973 8742/44

Date: 04 September 2024

Request for formal Written Quotation

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

RE-ADVERTISEMENT APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR FACILITATION OF TRAINING PROGRAMME ON APPLYING PRINCIPLES OF ETHICS IN MUNICIPAL ENVIRONMENT (SAQA ID 116343) FOR 21 DELEGATES.

Detailed Specification, returnable MBD forms 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 **13 September 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** or **performance score card** (previously conducted road construction or related 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.

Please take note that the quotation must be valid for 60 days.

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 a valid copy of **lease agreement** signed by both parties, where the bidder is the lessee, or **SARS tax pin document**, an **official letter from the bank** or **bank statement** indicating the registered business address of the bidder, bidders from rural area a **letter from the municipality** that the area is not liable to pay municipal rates and taxes OR a **signed letter from the chief** indicating that the bidder is from that particular rural/tribal area.

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 Applying the principles of ethics in a municipal environment (SAQA ID116343) for 21 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 (in house, 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 ethics or related training programmes.- The bidder must attach 01 reference letter or performance score card 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** or **performance score card** (previously conducted ethics or related 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.