

Bid No: SCM 48/2023/24

Supply Chain enquiries: 016 973 8742/44

Date: 24 May 2024

Request for formal Written Quotation

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

APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR FACILITATION OF MUNICIPAL FINANCIAL MANAGEMENT PROGRAMME FOR (08) EIGHT EMPLOYEES FOR DURATION OF 06 – 08 MONTHS.

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 **03 June 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**.
- **Submit quotation on a company letterhead.**
- **MBD 6.1** - must be completed and supporting documents be attached for points allocation.
- The bidder **must have previously conducted financial management** or financial related training programmes.
- The bidder **must attach 01 reference letter** from various institutions as a **reference of previous work implemented**.

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, In a case of Municipal account being in a family members name, **ONLY MUNICIPAL Account** where the address of the Account matches the address on the company registration documents will be accepted) if not in arrears for more than 3 months, 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 Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr. F.J Motloun
Municipal Manager

SPECIFICATION

APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER FOR FACILITATION OF MUNICIPAL FINANCIAL MANAGEMENT PROGRAMME FOR (08) EIGHT EMPLOYEES FOR DURATION OF 06 – 08 MONTHS.

SPECIFICATION	
NO:	DESCRIPTION
Request for seven days bid for accredited services provider for facilitation of Municipal Financial Management programme (SAQA ID 48965) for 08 employees with duration of 06 – 08 months.	
1.	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 provider's venue, classroom method). - The bidder must design the MFMP calendar to be divided into 6 Learning Programmes presented in 6 blocks. - The bidder must be able to conduct assessments and issue Statement of Results and Certificates of competency to participants on their achieved unit standards. - The bidder must be able to recommend a 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 electronic packs with course material and learning materials for the programme.
2.	COMPLIANCE
2.1	<p>Experience:</p> <ul style="list-style-type: none"> - The bidder must have previously conducted financial management or financial related training programmes. - The bidder must attach 01 reference letter from various institutions as a reference of previous work implemented.
2.2	<p>Capacity:</p> <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**.
- **Submit quotation on a company letterhead.**
- **MBD 6.1** - must be completed and supporting documents be attached for points allocation.
- The bidder **must have previously conducted financial management** or financial related training programmes.
- The bidder **must attach 01 reference letter** from various institutions as a **reference of previous work implemented**.