

eDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



☎ : (034) 995 1650
☎ : (034) 995 1192
edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mr. BM Ndebele

DATE: 19 January 2017

BID NUMBER FWPQ 14/2016/17

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Quotations are hereby invited from experienced and suitably qualified service providers for the **Community Participation in Development of 4th Generation IPD Training (Training of Ward Committee and Councillors)** detailed as per the attached scope:

Interested companies should place their formal written price quotation in a sealed envelope marked **Community Participation in Development of 4th Generation IPD Training (Training of Ward Committee and Councillors) FWPQ 14/2016/17** in the Tender Box at Reception Area of eDumbe Municipality Offices before the **30th January 2017 at 12H00**.

The following conditions will apply:

- Price quoted must be valid for at least 30 days from date of your offer.
- Price quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid tax clearance certificate must be submitted.
- An original certified BBBEE certificate must be submitted
- Registered companies with municipal database will be at advantage.
- Complete MBD4, MBD 6.1 and MBD9 forms (Forms can be obtained from procurement office on a request) must be attached.
- Company registration certificate must be submitted
- The successful provider will be the one scoring the highest points
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000)
- Company profile with relevant experience

NB: No quotation will be considered from people in the service of the state and functionality will be considered for the evaluation of quotations.

Failure to comply with these conditions will invalidate your offer.

The municipality has the right not to appoint

Yours faithfully

Mr. T.V. Mkhize
Municipal Manager

DETAILED SCOPE OF QUOTATION

Interest Accredited Service Providers are hereby invited to supply a quotation for the provision of training to ward committees on the development of the 4th IDP Generation. The training scope is as follows:

1. Number of People : 100
2. Venue : eDumbe Town Hall
3. Number of days : 2 days (50 people per day)

Scope:

- Facilitation
- Supply of Training Manuals
- Training Pack
- Disbursement for Service Provider
- Close out Report
- Refreshment for training (Breakfast and Lunch)

Functionality criteria

Stage 1: Functionality criteria will be used to allocate points to bidders as listed below. Bidders must obtain minimum passing score of 60% in order to proceed to stage 2 of the bidding process.

1. PROVEN TRACK RECORD (30 Points) a) 1 to 2 reference letters b) 3 to 5 reference letters c) 6 and above reference letters Service provider must submit a signed reference letters in an institution's letter head	10 points 20 points 30 points
2. KEY PERSONNEL (40 POINTS) a) 1 to 2 years relevant experience b) 3 to 5 years relevant experience c) 6 to 8 years relevant experience d) 9 years and above relevant experience Service provider must attach CV's and qualifications of personnel that will be involved in the project team	10 points 20 points 30 points 40 points
3. YEARS IN EXISTENCE (10 POINTS) a) Proof of existence of more than 10 years, b) Proof of existence of more than 5 years, c) Proof of existence of more than 3 years, Service provider to attach company registration document	10 points 05 points 02 points