



REQUEST FOR QUOTATIONS

QUOTATION NO: 293/2013

TRAINING OF CRAFTERS

The Makana Municipality invites quotations from experienced and accredited service providers to train 30 crafters in the following areas:

- Quality assurance
- Marketing and exhibition
- Pricing
- Business administration

- Bidders must note:**
- 1. A comprehensive project plan must accompany the quotes.**
 - 2. Pricing should include project delivery costs (e.g. design of learning material, and other related costs)**
 - 3. The training course should be accredited i.e. participants should be awarded certificates at the end of the programme.**
 - 4. Facilitator(s) should possess qualifications in visual arts and/ or other related field.**
 - 5. Facilitator(s) should be fluent in English and isiXhosa**

The following conditions will apply:

- A TWO ENVELOPE SYSTEM WILL APPLY
- Curriculum Vitae of the facilitator(s)
- Must be registered on the Municipal Suppliers Database;
- Price must be VAT inclusive (for all registered vendors);
- The Municipality is not obliged to accept the lowest or any quotation;
- A firm delivery period must be indicated;
- All quotations will be adjudicated in terms of council's Supply Chain Management Policy;
- The following documentation must be submitted with your quote in order to be considered,

failing which will lead to disqualification:

- a) An original valid SARS Tax Clearance Certificate
- b) A valid Billing Clearance Certificate from your Local Municipality
- c) Copy/ies of the Company registration e.g. CK1, CK2, Trust documents, sole provider etc.

- d) An original certified copy of the B-BBEE certificate
 - e) Completed MBD 4 form (Declaration of Interest)
 - f) Completed MBD 9 form (Certificate of Independent Bid Determination)
- Please ensure that all returnable documentation are numbered (e.g. page 1 of 5 etc.) and binded in 1 (one) document ;
 - The quotations must be submitted on the Letterhead of your business.
 - Please ensure that the returnable documentation is placed in a sealed envelope clearly indicating the RFQ Number & DESCRIPTION on the envelope;
 - THE QUOTATION BOX IS LOCATED UPSTAIRS SITUATED IN THE FINANCE DIRECTORATE, 86 HIGH STREET, GRAHAMSTOWN, (DURING NORMAL OFFICE HOURS).
 - Quotes that are late will not be accepted. Quotations per fax or E-mail will also not be considered.
 - The evaluation criteria is 80:20

NB: BIDDERS WHO ARE IN THE SERVICE OF THE STATE WILL NOT BE CONSIDERED.

Quotations are to be placed in two separate envelopes sealed envelopes one for Functionality and the other for Price. Envelopes for functionality will be opened and evaluated first and those bidders' price envelopes who fail to acquire the minimum 60% qualifying mark on functionality will not be evaluated for price.

Functionality will be scored as follows:

Relevant experience (training in the arts or related sector)	40
Quality of the course content	20
Understanding of the project scope	30
Knowledge of the Makana area	10

The two envelopes must be clearly marked "Training of crafters"

For further enquiries phone Mr T. Sindane @ 046 603 6124

Closing date: 20 SEPTEMBER 2013

DR. P NAIDOO
MUNICIPAL MANAGER