

BID NOTICE / ADVERT

# Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for MUNICIPAL MINIMUM COMPETENCY LEVEL TRAINING PROGRAMME (MMCL) FOR A PERIOD OF A YEAR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** | **RFQ No** | **Preference Points System** | **Compulsory Briefing / Site Inspection Meeting** | **Closing Date & Time** | **Date Advertised** |
| **MUNICIPAL MINIMUM COMPETENCY LEVEL TRAINING PROGRAMME (MMCL) FOR A PERIOD OF A YEAR** | **MLM/2017-18/CORP/01** | **80/20** | **Compulsory Briefing:**  **09/01/2018** | **16/01/2018** | **22/12/2017** |

Bidders are required to submit the following mandatory documents:

* Bidders must submit a valid SARS Tax status report Issued with a Pin; failure to submit will result in disqualification.
* Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9, failure to submit will result in disqualification.
* Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months in arears must be attached to and be returned with the Tender documents, failure to submit will result in disqualification.
* Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
* **Tenders** which are late, incomplete, unsigned or submitted by fax to email or electronically, will not be accepted.
* Documents to be filled with black ink.
* CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership and failure will result in disqualification.

PREFERENTIAL PROCUREMENT **POLICY FRAMEWORK ACT NO 5, 2017** (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive proposals will be evaluated based on the following two stages, namely:

* Stage 1 – Functionality
* Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

Failure to supply all required and supplementary infor**mation will result in the Tender** being deemed non-resp**onsive; and therefore the Tender** will not be considered for award.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPETENCE** | **WEIGHT** | **WEIGHT DISTRIBUTION** | | **POINTS** |
| Company experience ( Approach & Methodology) (60 Points) | Poor (score 5 point) | Tenderer has limited experience with no customization of the approach and methodology to effectively suit the exact needs of the learners and the organisation | | 60 points in total |
| Average (Scores 20) | Tenderer has relevant experience but has not dealt with the critical issues specific to the assignment and are not familiar with circumstances with the customization of the approach and methodology to effectively suit the exact needs of the learners and the organisation | |
| Good (Score 40) | Tenderer has extensive experience in relation to the project and has worked previously under similar conditions and circumstances. The tenderer is well acquainted with the customization of the approach and methodology to effectively suit the exact needs of the learners and the organisation | |
| Excellent (Score 60) | Tenderer has outstanding experience in the project of similar nature. | |
| Organisation & Staffing | Poor (score 5 point) | The organisation chart is sketchy, the staffing plan is weak in important areas. There is no clarity in allocation of tasks and responsibilities | | 20 points in total |
| Average (Scores 10) | The organisation chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate. | |
| Good (Score 15) | Besides meeting the satisfactory rating, staff are well balanced i.e they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, and the approach to satisfying local consultants. Some members of the project team have worked together before on limited occasions. | |
| Excellent (Score 20) | Besides meeting the “good “rating the proposed team is well integrated and several members have worked together extensively in the past. | |
| **Experience and experience of key staff** | **General experience and Qualifications** | **Adequacy for the assignment** | **Knowledge of issues pertinent to project** | 20 points in total |
| Poor (score 5 point) | Key staff have limited levels of general experience | Key staff have limited levels of projects specific education, skills ,training and experience | Key staff have limited levels of issues pertinent to the project |
| Average (Scores 10) | Key staff have reasonable levels of general experience | Key staff have reasonable levels of projects specific education, skills ,training and experience | Key staff have reasonable levels of issues pertinent to the project |
| Good (Score 15) | Key staff have extensive levels of general experience | Key staff have extensive levels of projects specific education, skills ,training and experience | Key staff have extensive levels of issues pertinent to the project |
| Excellent (Score 20) | Key staff have outstanding levels of general experience | Key staff have outstanding levels of projects specific education, skills ,training and experience | Key staff have outstanding levels of issues pertinent to the project |
| **GRAND TOTAL POINTS** | | | | **100** |
| **NB: Prospective bidders need to score a minimum of 70 points in functionality to be evaluated further for price. Bidders who scores less than the minimum of 70 points for functionality will be disqualified & not evaluated further for price.** | | | | |

**Closing Date:** Completed bid documents in sealed envelopes, clearly marked “**MUNICIPAL MINIMUM COMPETENCY LEVEL TRAINING PROGRAMME (MMCL) FOR A PERIOD OF A YEAR** **MLM/2017-18/CORP/01**” should be deposited in the TENDER BOX situated at DOWNSTAIRS Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **16 January 2018** where they will be opened in public- names and price of the bidders will be called out.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid. **All** Technical Enquiries are to be directed to Project Manager-**Mr Z. Kolisi**, Tel **046 603 6019** and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022.

Issued by office of the Acting Municipal Manager: Mrs NC. Mazwayi

\_\_\_\_\_\_\_\_\_\_\_\_\_

MRS NC MAZWAYI

ACTING MUNICIPAL MANAGER