

MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be

ADVERTISEMENT

The Makana Local Municipality invites all experience and competent suitable Tenderers that are fully equipped to provide the following goods and services.

Project Name: APPOINTMENT OF SERVICE PROVIDER FOR BID COMMITTEE TRAINING

RFQ No: MLM/RFQ001/2021-22

Date Advertised: 19 August 2021

Closing Date: 26 August 2021

Preference Point System: 80/20

Bidders are required to submit the following documents:

- Founding Statement (CK / Company Registration Certificate) or certified copy must be submitted, if a sole proprietor provide affidavit confirming ownership.
- Bidders to submit a valid SARS Tax status report Issued with a Pin.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 8 & MBD 9, **Failure to submit will result in disqualification.**
- BBBEE Certificates original / certified copies must be submitted and failure to do so will result in loss of points.
- Original certified copy Directors/Owners/Partners Identity documents.
- Billing clearance / 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 old and not more than 3 months in arrears must be attached to and be returned with the Tender documents, if arrangement is done proof must be attached, **failure to submit will result in disqualification.**
- NB:JV/Partnership; JV agreement or partnership agreement must be attached **failure will result in disqualification**
- Each JV partner or Partnership partner must complete and sign all MBDs and submit billing per requirement above
- 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.
- MFMA Circular 90 will apply
- RFQs which are late, incomplete, unsigned or submitted by fax or electronically (email; facsimile; telegraphic; telex/telephonic), will not be accepted.
- Documents to be filled with black ink.

- RFQs submitted are to hold good for a period of 07 days. Tenders must remain valid for a period of 07 days after the closing date for the submission of Tenders, during which period a Tender may not be amended or withdrawn and may be accepted at any time by the Makana Municipality .Validity period can be extended when required by the municipality
- 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% in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified and will not be evaluated further, i.e. for price. Only bidders who score 70% or more would be evaluated further and therefore eligible for the award.

EVALUATION CRITERIA FOR FUNCTIONALITY	WEIGHT
<p>Tenderer’s Relevant Project Experience (Bid Committee Trainings) Completion certificate or reference letter from the client must be submitted in order to score points. Relevant Experience Completed (Max 30 points)</p> <p>a) 9 or more projects = 30 points</p> <p>b) 6 to 8 projects = 20 points</p> <p>c) 3 to 5 projects = 10 points</p>	<p>Max 30</p>
<p>Expertise of key personnel (Bid Committee Trainings) CV’s must be submitted in order to score points. Project Leader – (Max 15 points)</p> <p>Competency: Minimum Bachelors’ or B tech degree and a minimum 5 years of experience in public sector environment especially municipal environment.</p> <p>Work Experience (Max 15 points)</p> <p>a) 7 years and above = 15 points</p> <p>b) 5 to below 7 years = 10 points</p> <p>c) 0 to below 5 years = 0 points</p> <p>Trainer/Facilitator (Max 15 points)</p> <p>Competency: Minimum Bachelors’ or B tech degree and a minimum 5 years of experience in public sector environment especially municipal</p>	<p>Max 30</p>

environment Valid accreditation attached, failure leads to no consideration.	
<p>Work Experience as Trainer/facilitator (<u>Max 15 points</u>)</p> <p>d) 7 years and above = 15 points</p> <p>e) 5 to below 7 years = 10 points</p> <p>f) 0 to below 5 years = 0 points</p>	
<p>E. Company's Capacity (Plant and Equipment) (<u>Max 30 points</u>)</p> <p>Tenderer must submit a schedule of plant and equipment with a proof of ownership or rental agreement from a register company.</p> <p>Include the following not limited to:</p> <p>a) Training equipment (training manuals; overhead projector, White boards ,stationery for class etc) = 10 Points</p> <p>b) List of assessors with proof of valid accreditation attached = 20 Points</p>	Max 30
<p>F. Financial Reference (Bank Rating) (10 Points)</p> <p>Bank Rating A, B, or C = 10 Points</p> <p>Bank Rating D,E,F,G or H = 0 Points</p>	Max 10

- Bids must only be submitted in the format as stated in the RFQ document and this advert as per RFQ documentation provided by the municipality.
- One envelopes system will be followed.

OBTAIN DOCUMENTS

Bid documents will be available at Makana website published with the advert at no cost to the bidder.

NB- SUBMITTING OF TENDERS

Closing Date: Completed RFQ documents must be enclosed in a sealed envelope, clearly marked "**APPOINTMENT OF SERVICE PROVIDER FOR BID COMMITTEE TRAINING**"

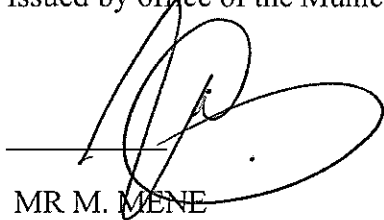
BID No "MLM/RFQ001/2021-22" as well as the closing time and due date, and must be addressed to the Supply Chain Management, MAKANA MUNICIPALITY, PO Box 176, Makhanda 6140, should be **deposited/submitted in the TENDER box situated at downstairs at finance building, Makana Local Municipality:** Finance Department at 86 High Street Grahamstown not later than **26 August 2021 @ 12H00.** (No late tenders shall be accepted; all late RFQs shall be returned unopened to the sender if received by post)

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.

Requirements for sealing, addressing, delivery, opening and assessment of RFQs are stated in the RFQ Data.

All Technical Enquiries are to be directed to Ms S Mpendu-Tel: 046 603 6212, email: smpendu@makana.gov.za and all SCM queries are to be directed to Ms. T Dukashe 046 603 6202, email: tdukashe@makana.gov.za

Issued by office of the Municipal Manager: Mr Mene_

A handwritten signature in black ink, consisting of several loops and a horizontal line at the end, positioned above a horizontal line.

MR M. MENE
MUNICIPAL MANAGER