



7 Day Notice

Tenders are hereby invited for the following:

SERVICE PROVIDERS TO PROVIDE TRAINING ON LEADERSHIP TO COUNCILLORS OF SENQU MUNICIPALITY

NOTICE No: 119/2017-2018

Senqu Local Municipality wishes to invite bids for provision of a Leadership training course to 34 Councillors and accordingly invites bidders to apply for evaluation as service providers.

The closing date for submission of applications is at **12h00** on **29th of September 2017** and applications must be placed in sealed envelopes and clearly marked **“Training on Leadership for Senqu Councillors” – Notice No: 119/2017-2018** and delivered to the offices of the Municipality at 19 Murray Street, Lady Grey and placed in the tender box.

1. The Municipality requires services of accredited training service providers to provide the above training as prescribed in unit standard no 120391.
2. The proposals to be submitted to the Municipality must include the following:
 - 2.1 A profile of the bidder 's organisation;
 - 2.2 The details of directors and certified copies of the IDs;
 - 2.3 The practitioners who will provide training, assessment and moderation to the Municipality, their qualifications, proof of professional registration, experience (in years), *curricula vitae* and traceable references.

- 2.4 Proof of accreditation by the relevant SETA;
 - 2.5 Programme content and how the programme will be assessed and moderated.
 - 2.6 This will be an in-house training course and bidders are requested to submit a pricing schedule for five days. Pricing should be based on a daily rate and should be inclusive of assessment, travelling and accommodation of facilitators.
 - 2.7 Details of the geographic location of the organisation and the office infrastructure supporting the organisation including lease agreement and / or title deed;
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- 1.1 An original valid Tender Tax Clearance Certificate or the SARS PIN must be supplied with the tender or else the tender will not be considered;
 - 1.2 Central Supplier Database registration number must be submitted for verification, all information submitted will be verified with the Central Data Base;
 - 1.3 Certified copy of the applicant's Broad-Based Black Economic Empowerment Status Level Certificate, valid as at the date of submission;
 - 1.4 Applicants who qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, must submit a certified copy of its certificate issued by a registered auditor, or an accredited verification agency;
 - 1.5 Current Municipal Billing Clearance Certificate. No contract will be awarded to an applicant who is in arrears (or who fails to make suitable arrangements to settle the arrears) in respect of municipal rates and other charges due to the Municipality or the municipality in whose jurisdiction its offices are located;
 - 1.6 The service provider will be required to register in the Municipal database;
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- 3 The following Municipal Bid Documents are compulsory documents and must be included in the tender document:**
- a) Advertisement (This document)

- b) Specifications (Terms of reference)
- c) MBD 1(Invitations to bid)
- d) MBD 3.1(Pricing Schedule)
- e) MBD 4(Declaration of Interest)
- f) MBD 6.1(Preference points claim form)
- g) MBD 7.2(Contract form – Rendering of services)
- h) MBD 8(Declaration of Bidder's past supply chain management practices)
- i) MBD 9(Certificate of independent bid determination)

Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified. The municipality reserves the right to request minor documents from responsive bidders which will not have an impact on the final award of the tender.

- 4** The evaluation of submissions shall be subject to the following criteria and only applicants scoring a minimum of 80 points will then be evaluated on BBBEE points and price and then be considered for appointment.

Functionality

<p>Organisational experience in training interventions</p> <p>In respect of the applicant's experience as either a public or in-house provider (proof of projects completed required)</p> <p>6 years' experience or higher as an accredited provider shall be awarded 40 points;</p>	40 points	
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<p>less than 6 years' experience but more than 3 year 's experience as an accredited provider shall be awarded 30 points;</p>	30 points	
<p>less than 3 years' experience but more than 1 year 's experience as an accredited provider shall be awarded 20 points</p>	20 points	
<p>Level of expertise of key personnel delivering training</p> <p>Facilitators with a postgraduate qualification in the relevant field and with at least 6 years demonstrable experience in building capacity in the relevant field in local government shall be awarded 40 points.</p>	40 points	
<p>Facilitators with an undergraduate degree in the relevant field and with at least 3 years demonstrable experience in building capacity in the relevant</p>	30 points	

field in local government shall be awarded 30 points.		
Facilitators with an undergraduate diploma in the relevant field and with at least 3 years demonstrable experience in building capacity in the relevant field in local government shall be awarded 20 points.	20 points	
Verifiable References		
At least 5 verifiable references	20 points	
At least 3 verifiable references	10 points	

- 5 Applicant's shall be awarded points for B-BBEE status level in accordance with the provisions of the Preferential Procurement Regulations, 2017 as amended:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

6 Applicants must note that:

- a. No late applications will be considered;
- b. Failure to provide all required information will result in the application not being considered;
- c. The Municipality does not bind itself to accept any submitted proposal;
- d. It is a condition for the listing of the Applicant that the Applicant agrees and undertakes not to act against the Municipality;
- e. The Municipality reserves the right to extend the duration of the above service level agreement.

Please refer all enquiries relating to this invitation to Ms Zimasa Koyana at telephone number_051 603 1323/1300 or koyanaz@sengu.gov.za

M. M. Yawa
Municipal Manager
22/09/2017

Annexure C1 Model Specifications Template for Goods

Department Name: Corporate Services

Date: 01 September 2017

Procurement Plan Reference Number: XXXX

ONLY FOR OFFICIAL USE / NOT TO BE GIVEN TO THE PUBLIC

Description of Specifications: Leadership Training Course for Councilors

Senqu Municipality would like to appoint a service provider to deliver the above training course to 34 Councillors. The objective of this course is to equip Councilors with leadership skills that will enable them to fulfil their roles and responsibilities and to drive service excellence within Senqu Municipality. This skills programme should be based on US ID: 120391 and should be pitched at NQF level 4. As this is a course with 8 credits, it is expected that it will be delivered over 80 notional hours and face to face interaction should at least be done over 40 notional hours (5 days). Learners should be assessed in line with the SETA requirements.

Theoretical concepts developed in each module to organizational practice:

Measurement Unit (If Applicable)	Quantity	Actual Specifications	Further Details (If required)	Requirement (Minimum / Maximum / Or Equivalent)	Tick Acknowledgement by Tenderer	Total Price (Inclusive of VAT)
Unit Standard 120391	1	This module should apply the leadership skills to relationship management		Minimum		
Measurement Unit (If Applicable)	Quantity	Actual Specifications	Further Details (If required)	Requirement (Minimum / Maximum / Or Equivalent)	Tick Acknowledgement by Tenderer	Total Price (Inclusive of VAT)

Students	34	Group	Training to be done at Senqu Municipality premises in Lady Grey. Tenderer must include traveling and accommodation for the duration of the course. Statements of Results by the relevant SETA is required.	Minimum	
TO BE COMPLETED BY THE TENDERER					
Name and Surname of Tenderer or Authorised Representative declaring their compliance with specifications					
Signature of Tender declaring that He / She complies with all the specifications listed above and below					
This is a compulsory requirement					
The service provider must be must be accredited by a SETA. Training Provider and the relevant SETA to upload learners on the National Learner Record Database . Service provider must demonstrate that programme will be delivered by highly experienced individuals who understand Local Government.					

