



Tenders are hereby invited for the following:

### **Re-Advertise**

## **SERVICE PROVIDERS TO PROVIDE TRAINING ON THE MUNICIPAL FINANCE MANAGEMENT PROGRAMME (CPMD) FOR THREE YEARS**

**NOTICE No: 131/2017-2018**

Senqu Local Municipality wishes to invite bids for provision of training on the Municipal Finance Management Programme (CPMD) and accordingly invites bidders to apply for evaluation and listing as accredited service providers for a period of 3 years.

The closing date for submission of applications is at **12h00** on **24<sup>th</sup> of November 2017** and applications must be placed in sealed envelopes and clearly marked **“Training on the Municipal Finance Management Programme (CPMD) – Notice No: 131/2017-2018”** 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 MFMP/ CPMD as prescribed in annexure A and in accordance with the 2007 MFMA Regulations on the Minimum Competency Levels.
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 where applicable, experience (in years), *curricula vitae* and traceable references. As this is an NQF level 6 qualification, the facilitators, assessors and moderators are expected to at least have a post graduate qualification from institutions that are accredited as institutions of Higher Learning by the Council for Higher Education;
- 2.4 Proof of accreditation by the LGSETA and listing on the National Treasury Central Data Base;
- 2.5 Programme content and how the programme will assessed and moderated.
- 2.6 Bidders are requested to submit two sets of pricing schedules for 10-15 learners. One set should be for training that would be conducted in the premises of / venue provided by the bidder. The second set must be for training that would be delivered at Senqu Municipality premises in Lady Grey. Bidders must include traveling and accommodation costs for the duration of the course for the training that will take place in Lady Grey.
- 2.7 Details of the geographic location of the organisation and the office infrastructure supporting the organisation including lease agreement and / or title deed;
- 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;

**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 4( Declaration of Interest)
- e) MBD 6.1(Preference points claim form)
- f) MBD 7.2(Contract form – Rendering of services)
- g) MBD 8(Declaration of Bidder's past supply chain management practices)
- h) 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**

<b>Organisational experience in training in providing MFMP/CPMD</b>		
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<p>In respect of the applicant's experience as MFMP/CPMD either as public or in-house provider (proof of projects completed on behalf of a municipality required)</p> <p>8 years' experience or higher as MFMP/CPMD provider shall be awarded 40 points;</p> <p>less than 8 years' experience but more than 5 year 's experience as MFMP/CPMD provider shall be awarded 30 points;</p> <p>less than 5 years' experience but more than 1 year 's experience as MFMP/CPMD provider shall be awarded 20 points</p>	<p>40 points</p> <p>30 points</p> <p>20 points</p>	
<p><b>Level of expertise of key personnel delivering training per programme stream or programme level</b></p> <p>At least 5 facilitators with a Master's degree or higher and with at</p>	<p>40 points</p>	

<p>least 10 years demonstrable experience in building capacity in local government.</p> <p>At least 3 facilitators with a Master's degree or higher and with at least 5 years demonstrable experience in building capacity in local government.</p> <p>At least 5 facilitators with an Honours degree or a Postgraduate Diploma and with at least 10 years demonstrable experience in building capacity in local government.</p> <p>At least 3 facilitators with an Honours degree or a Postgraduate Diploma and with at least 5 years demonstrable experience in building capacity in local government.</p>	<p>30 points</p> <p>20 points</p> <p>10 points</p>	

<b>Verifiable References</b>		
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:

- Adjudication criteria are as follows:
  - 80 Points for Price
  - 20 Points for B-BBEE status level of Contribution

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
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@senqu.gov.za](mailto:koyanaz@senqu.gov.za)

**M. M. Yawa**  
**Municipal Manager**  
**20/10/2017**