



## **Re-Advert**

Tenders are hereby invited for the following:

**7 DAY NOTICE FOR**

### **SERVICE PROVIDERS TO PROVIDE TRAINING ON THE LEGISLATIVE FRAMEWORK THAT DRIVES LOCAL GOVERNMENT OPERATIONS TO COUNCILLORS OF SENQU MUNICIPALITY**

**NOTICE No: 166/2018**

Senqu Local Municipality wishes to invite bids for provision of training on the legislative framework that drives local government operations 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 19 September 2018** and applications must be placed in sealed envelopes and clearly marked "Training on Legislative Framework for Senqu Councillors" – **Notice No:166/2018** 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 255579.
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, proof of their qualifications, proof of professional registration (in any), 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 assessed and moderated;
- 2.6 This will be an in-house training course and bidders are requested to submit a pricing schedule for three 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;
- 2.8 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;
- 2.9 Central Supplier Database registration number must be submitted for verification, all information submitted will be verified with the Central Data Base;
- 2.10 Certified copy of the applicant's Broad-Based Black Economic Empowerment Status Level Certificate, valid as at the date of submission;
- 2.11 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;
- 2.12 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;
- 2.13 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 interventions</b>  In respect of the applicant's experience as either a public or in-house provider in training on the legislative framework that drives local government operations (proof of projects		
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completed required)		
5 years' experience or higher as an accredited provider training on the legislative framework that drives local government operations shall be awarded 40 points;	40 points	
less than 5 years' experience but not less than 3 year 's experience as an accredited provider training on the legislative framework that drives local government operations shall be awarded 30 points;	30 points	
less than 3 years' experience but not less than 1 year 's experience as an accredited provider training on the legislative framework that drives local government operations shall be awarded 20 points	20 points	





<p><b>Level of expertise of key personnel delivering training</b></p> <p>Facilitator with a postgraduate qualification in the relevant field and with at least 5 years demonstrable experience in building capacity in the relevant field in local government shall be awarded 40 points.</p> <p>Facilitator with an undergraduate degree 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 30 points.</p> <p>Facilitator 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.</p>	<p>40 points</p> <p>30 points</p> <p>20 points</p>	
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<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, 2011 as amended:

<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**  
**12/09/2018**



**Annexure C1 Model Specifications Template for Goods****Department Name: Corporate Services****Date: 10 August 2018****Procurement Plan Reference Number: XXXX****ONLY FOR OFFICIAL USE / NOT TO BE GIVEN TO THE PUBLIC****Description of Specifications: Legislative Framework 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 Councillors with 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: 255579 and should be pitched at NQF level 5. 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 three 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	
Unit Standard 255579	1	Interpret and analyse the impact of legislative framework on local government.		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	<p>Training to be done at Senqu Municipality premises in Lady Grey.</p> <p>Tenderer must include traveling and accommodation for the duration of the course.</p> <p>Statements of Results by the relevant SETA is required.</p>	Minimum		
<b>TO BE COMPLETED BY THE TENDERER</b>						
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						
<b>This is a compulsory requirement</b>						
<p>The service provider must be must be accredited by a SETA. Training Provider and the relevant SETA to upload learners on the <b>National Learner Record Database</b>. Service provider must demonstrate that programme will be delivered by highly experienced individuals who understand Local Government.</p>						

