

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
Fax: (013) 262 2893

Supply Chain Unit
Procurement

Our Ref:
Ons Verw: 30/05/16

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

30 May 2016

INVITATION TO QUOTE (30/05/16)

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items.
The price must indicate vat as well as delivery (where applicable).
In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

ITEM	DESCRIPTION OF GOODS	QUANTITY
1	<ul style="list-style-type: none">PROVISION OF TRAINING SERVICE(SEE ATTACHED SPECIFICATION)	—

Quotations must be deposited in a box marked "**BOX 2**" not later than **09 JUNE 2016 at 10H00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056 or Mr W.Phala for Technical Enquiries.


EVALUATION CRITERION (80/20)

Minimum Requirements:

- Original and Valid tax clearance certificate or Tax clearance pin
- Valid and certified Company registration certificate
- Certified Copy of BBBEE certificate or a Certified Sworn Affidavit from Accountants or Auditors (**Failure to submit BBB-EE Certificate or a Sworn Affidavit; no points will be allocated, but will be evaluated further**)
- Fully Completed MBD 4, 8 and 9 Forms
- Proof of Municipal Rates and taxes or Municipal Service Charges not owed by your Company or any of the Directors not in arrears for more than three months.
- Letter of good standing.
- Accreditation Certificate Services SETA.

General Notes:

- The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.


Elias Motsoaledi
Local Municipality
R.M MAREDI
MUNICIPAL MANAGER
31 MAY 2016

Municipal Manager



Working Together We Can Do More

Elias Motsoaledi Local Municipality

P.O. Box 48
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0470



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**Our Ref /
Contact Person: Mr N.W. Phala**

**Correspond with the
Development Planning Department**

31 May 2016

TERMS OF REFERENCE FOR THE TRAINING OF COOPERATIVES/SMME's

1. Objectives

The objective is to capacitate youth and women cooperatives in key economic and social sectors by exposing them to skills that will add more value to their business operations.

2. The Scope

The Service provider is required to provide SMME's/ Cooperative training on the following areas;

1. New Venture Creation
2. Sales and marketing

The total number of people to be trained is 90. Training will be clustered into 3 areas such as Dennilton, Motetema and Hlogotlou areas, which means 1 day per area.

3. Project Deliverables

1. A detailed Project Plan outlining clearly a schedule of activities, milestones, timeframes and a budget.
2. Project close out report.
3. Training of 90 people and be issued with Certificates of Attendance.

4. Budget

The prospective bidders should propose the budget to cover the entire training inclusive of Vat.

Training costs to cover the following:

- * Facilitation
- * Handouts
- * Certificates of Attendance

5. Project Scope

Programme Modules

1. New Venture Creation

- 1.1. Finance a new venture.
- 1.2. Products marketing and sales.

The bidders should propose a Project Implementation Plan.

Evaluation Criteria:

Functionality

Minimum score for functionality is 70 %. Bidders who scores 70 points and above will be evaluated further on 80/20 points system where 80 points will be for price and 20 points will be for B-BBEE certificate.

NO	TARGET GOALS	POINTS	MAX POINTS
1	the company's relevant past experience in training excluding on new venture creation being undertaken in the last 5 years (appointment letters or completion certificates be attached)	Maxim of 6 project = 5 points each	30
2	company's experience in new venture creation, been done in the past two years (appointment letters/ completion certificates should be attached)	2 projects only (15 points each)	30
3	Relevant accreditation letter/certificate with Services SETA for technical suitability	20	20
3	Main Facilitator's experiences and qualifications to encourage and motivate learners to take responsibility and ownership in their learning areas.	a) Post graduate or 4 year degree/ Btech = 20 points b) 3 years Degree or N. diploma = 15 points c) Less than 3 years certificates = 10 points	20 points