

ENGCOBO LOCAL MUNICIPALITY



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P. O. Box 24
ENGCOBO
5050

RFQ

BID NUMBER: ELM/54/2021/22

SERVICE PROVIDER FOR DISCIPLINARY HEARING TRAINING

Tenders must be submitted on the original documents and shall remain valid for 30 days after the closing date of the tender. Enquiries pertaining to the completion of the documents can be addressed to Mr.S.D.Xinti (SCM Manager) at telephone (047) 548 5628 or xintis@engcobolm.org.za.

Bid documents containing details and requirements will be available from the **Finance Department, 58 Union Street, Engcobo** upon payment of a **non-refundable** fee of R250.00 for each document (either in cash or by means of an EFT made payable to Engcobo Local Municipality). If paid by an EFT, the reference to be used must be the company name and Bid No. The documents will be available from the **10th September 2021**

All offers shall be placed in a sealed envelope clearly marked and deposited in the Council's official Tender Box at 58 Union Street, Engcobo Local Municipality **not later than 12:00 pm, on the 17th September 2021** tenders will be opened in public in the Municipal Town Hall.

MANDATORY DOCUMENTS TO BE SUBMITTED:

- The statement of municipal account that is not older than three months or a valid Lease agreement **OR** affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor confirming that the Bidder hold an office in that particular ward. If the bidder operates from Home and does not pay municipal rates; the owner of the property must write a confirmation letter confirming that the bidder does not have lease agreement And does not pay municipal rates. Together with the confirmation letter the Owner of the property must attach certified copy of ID.
- Certified B-BBEE certificates issued by SANAS or an approved body or certified sworn affidavit must be attached, certification not older than 3 months (**No points allocation for Non-Submission**).
- If JV is applicable, the JV must submit a consolidated B-BBEE certificate.
- JV agreement must be signed by both parties.
- Bidders must submit proof of registration with Central Supplier Database (CSD) and MBD 4, 8 and 9 forms are compulsory submission.
- The 80/20 point system will apply.

- Failure to meet the minimum specified requirements will result in the tender being considered non – responsive.
- NB: No bids will be considered from persons in the service of the state (as defined in the Municipal SCM Regulations).
- Complete tenders must be deposited in the tender box at the office of the Engcobo Local Municipality, 58 Union Street, Engcobo, in a sealed envelope, clearly marked with Bid No. and Description.
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Bids received after the published closing time will not be considered and will be immediately returned to the bidder, unopened.
- All bids to be addressed to the Municipal Manager.

EVALUATION CRITERIA:

CRITERIA	WEIGHT	VALUE	MAXIMUM POSSIBILITY SCORE
Relevant practical experience in the field: <ul style="list-style-type: none"> • 1 project =1 point • 2 projects =4 points • 3 projects =5 points • A reference letter must be attached with contactable references 	10 2	Max 5	60
expertise in the relevant field: <ul style="list-style-type: none"> • Qualifications of project leader and team in the relevant field • Maximum of NQF level 7 or equivalent as per SAQA Framework 	3 3	Max 5	30
QUALIFICATIONS:			
NATIONAL Diploma	2	Max 5	45
Degree	3		
Honours Degree and above	4		
Methodology <ul style="list-style-type: none"> • Step by program of the implementation of the project • Clear time lines as per the regulations (gazette) 	3 5	Max 5	40
TOTAL	35 (TW)		175 (MPS)

Where: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good and 5 = Excellent

Threshold to qualify for the second stage of evaluation is 75% of the functionality scores.

Therefore no bid will be regarded as an acceptable bid if the bidder fails to achieve the minimum qualifying score for functionality as indicated.



MR. MOYO
MUNICIPAL MANAGER