Mopani District Municipality hereby invites formal written price quotation as per the attached specifications.

Kindly send the quotation as per the below information:

**Physical Address:**
Mopani District Municipality
Office No: 41
1st Floor
Glyani
(015) 811 6300

**Submission of Quotes (Tender Box):**
Office No: 42
1st Floor
Glyani
(015) 811 6300

**Closing Date:**
26 October 2016 / 12h00

MANGENA S
ACTING CFO
SPECIFICATIONS Q05/10/2016

Appointment of training provider to train 20 officials on facility management workshop for two (2) days (9407)

2.4 Registration number - of company, enterprise, close corporation, partnership agreement or trust:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

"State" means:
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member: 
Name of state institution at which you or the person connected to the bidder is employed:
Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:


2.8 Did you or your spouse, or any of the company's directors / managers, hold a position in the State Administration?

YES / NO
<table>
<thead>
<tr>
<th></th>
<th>YES/NO</th>
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<th>YES/NO</th>
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<th>YES/NO</th>
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<tr>
<td>2.8.1</td>
<td>If so, furnish particulars.</td>
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<td>2.9</td>
<td>Do you, or any person connected with the bidder, have any relationship (family, friend, chief) with a person employed by the state or who may be involved with the evaluation and or adjudication of this bid?</td>
<td>If so, furnish particulars.</td>
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<td>2.10</td>
<td>Are you, or any person connected with the bidder, aware of any relationship (family, friend, chief) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?</td>
<td>If so, furnish particulars.</td>
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<td>2.11</td>
<td>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?</td>
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<td>2.11.1</td>
<td>If so, furnish particulars.</td>
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</table>
SPECIFICATIONS Q05/10/2016

Appointment of training provider to train 20 officials on facility management workshop for two (2) days (9407)

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax</th>
<th>State Employee Number</th>
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4 DECLARATION

I, THE UNDERSIGNED (NAME)........................................................................................................

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE.

.................................................  .................................................
Signature                          Date

.................................................  .................................................
Position                           Name of bidder
Definitions

The producer reserves the right to reject a bid if the deemed or bid is submitted at any time subsequent.

The points are not calculated or contributed to the bidder's point level, if the bidder is not a BEE contributor.

1.5 The producer reserves the right to reject a bid if the deemed or bid is submitted at any time subsequent.

1.4 Failure on the part of a bidder to include in their bid, and submit a BEE verification certificate, results in a total points for price and BEE must not exceed 100.

1.3.12 BEE Status Level of Contribution

1.3.13 Price

Points

The maximum points for the bid are capped at 100 as follows:

1.3.1 (a) BEE Status Level of Contribution
(b) Price

Preference points for the bid shall be awarded for:

1.3 System shall be applicable

The value of the bid is determined not to exceed R 1 000 000 (all applicable taxes included) and therefore the bid.

1.2 The value of the bid is determined not to exceed R 1 000 000 (all applicable taxes included) and therefore the bid.

The following preference points systems are applicable to all bids:

General Conditions

Procurement Regulations 2011

Part C

Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2011

MBD 6.1

Appoint an official or training provider to train 20 officials on facility management

Specifications 005/10/2016
SPECIFICATIONS Q05/10/2016

Appointment of training provider to train 20 officials on facility management workshop for two (2) days (9407)

2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

2.8 "contract" means the agreement that results from the acceptance of a bid by an organ of state;

2.9 "EME" means any enterprise with an annual total revenue of R5 million or less.

2.10 "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 "non-firm prices" means all prices other than "firm" prices;

2.13 "person" includes a juristic person;

2.14 "Rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, performance points must be awarded for B-BEE Status level of contribution.

Points awarded for B-BEE Status level of contribution

- Points awarded for lowest acceptable bid = P
- Points awarded for bid under consideration = P
- Points awarded for competitive price of bid under consideration = P

Where

\[
\left( \frac{\text{min} P}{\text{min} P - 1} \right) \frac{1}{10} = s_P
\]

A maximum of 50 of 90 points is allocated for price on the following basis:

4.1 Points awarded for Price

4.2 Drawing of lots:should two or more bids be equal in all respects, the award shall be decided by the

3.6 One scoring the highest score for functionality,

The 60/20/0% preference point systems

3.4 However, when functionality is part of the evaluation process and two or more bids have

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.2 Because of non-numeric prices and all unconsidered decimals.

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.0 Scoring and ranking.

2.16 Appointment of training provider to train 20 officials on facility management

Specifications 005/10/2016
SPECIFICATIONS 005/10/2016

Appointment of training provider to train 20 officials on facility management workshop for two (2) days (9407)

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
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<td>8</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Non-compliant contributor</td>
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</tbody>
</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity,

provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
Declaration with regard to Company

8

Sub-Contracting

A registered auditor appointed by the Board of Accountancy approved by the Company's Committee appointed by the Board of Directors must be appointed by a company committed to the BEE Act and the Board of Directors in accordance with the table referred to in paragraph 5.1 and 5.2.

B-BEE Status Level of Contribution:

7.1

B-BEE Status Level of Contribution in terms of paragraphs 4.1, 4.2, and 4.3.

Bid Declaraton

Bid Declaraton

Sub-contractor

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other person.

Intended sub-contractor

A person will not be awarded points for B-BEE Status Level if it is indicated in the bid.

Appointments of Training Provider to Train 20 Officials on Facility Management

Specifications AGP 10/2016
SPECIFICATIONS Q05/10/2016

Appointment of training provider to train 20 officials on facility management workshop for two (2) days (9407)

9.1 Name of firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF COMPANY/FIRM

Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated
Registered Account Number
Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

9.9 I/We, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
in the event of a contract being awarded, a result of a point claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audit and tender panel (where the other side has been applied); and

(e) forward the matter for criminal prosecution.

WITNESSES:

1. 

2. 

ADDRESS: 

Part D - List of Returnable’s

- Statement of Municipal Rates and Taxes Account
- Formal Written Price Quotation (incl. VAT) on the company letterhead

NB: All forms must be fully completed and signed.
TERMS OF REFERENCE FOR MOPANI DISTRICT MUNICIPALITY FACILITY MANAGEMENT TRAINING

TENDER NO: MDM: 05-10-2016 FACILITY MANAGEMENT TRAINING

1. PURPOSE / PROBLEM STATEMENT

Mopani District Municipality believes that people are most important component of resources in any institution and therefore regards continual skills development as paramount for the municipality. It therefore seeks to appoint a service provider to conduct a Facility Management Training and develop a comprehensive skills plan for the Municipality.

2. PURPOSE / PROBLEM STATEMENT

The Municipality has had a few Facility Management challenges in achieving its objectives. This is partly attributable to the inadequacy of skills and knowledge to the extent that there are skills, their uneven distribution across the institution.

As Mopani District Municipality prepares to train senior managers, registry officers and secretaries on facility Management with the institution, it is important that the organisation conducts Facility Management Training to develop skills, competencies and desired training needs of its existing personnel in order to meet its Facility Management mandate.

A Facility Management Training is a review of the existing and relevant staff's education, skills and competencies against those needed both now and in the future. Facility Management Training can help each responsible staff members identify existing knowledge and skills, identify what may be needed to carry out one's existing work and role more effectively, and to plan, develop and improve the skills and knowledge needed for one's future career.

The intervention is within the 2016/17 Workplace Skills Plan.
management to an organization.  

4.5 Documentation of Faculty Management Training.
4.4 Comprehensive plan of action regarding the conducting of the Faculty Management Training, including communication and the need for such training. Establishing benchmarks and tools to be used in measuring skills.
4.3 Ensuring that the data is eliminated from methods used.
4.2 Knowledge and competencies.
4.1 Background research to identify suitable methods of assessing staff skills.

Critical review of the strategic and operational aspects of service innovation.
4.8 Evaluate the effectiveness of embedding innovation within faculties.
Using a business case framework, develop a model of service innovation.
4.9 Using management services and its impact on services provided.

Defining the parameters of the Faculty Management Training:

The following describes Mopani District Municipal's expectations regarding the faculty management training.

Therefore sought to perform this activity.

Having the constraints of time and the expertise required, a specialist organization is obligated during the 2016/17 financial year.

Government performance addressed in order for the District municipality to meet its desired objectives. Training will ensure that institutional and individual  

3. RATIONALE
4.10 Be able to apply innovative tools and techniques in the facilities management industry:

4.11 Critically review the latest innovations, tools and techniques developed nationally and internationally which can be used in facilities management.

4.12 The specific objectives of the Facility Management Training will include the following:

4.12.1 Identification of skills and knowledge that the Municipality requires and currently has;

4.12.2 Provision of an overview of scares and critical skills needs that will enable the Municipality to deliver on its goals strategic objectives;

4.12.3 Identification of the skills gaps and recommend targeted training and skills development interventions for every employee;

4.12.4 Development of skills profiles for all occupations;

4.12.5 Provision of accurate information to develop Workplace Skills Plan;

4.12.6 Conducting assessment of current Registry Personnel in the Municipality and link to the Organising Framework for Occupations and skills requirements

4.12.7 Generating, present and consolidate Facility Management Training report and recommendations.

5. DURATION

5.1. The project will be for a period of two (2) months from signing of the contract with the successful service provider.
Scope of Work

6.2.1. Identify the skills and knowledge that the Municipality requires and currently lacks.

6.2.2. Provide accurate information to develop Facility Management Training Plan.

6.2.3. Develop Skills Profiles for all occupations.

6.2.4. Generalise, present and consolidate Facility Management Training and Development Recommendations.

6.2.5. The Successful Service Provider is further required to demonstrate skills and experience in the following areas through the provision of detailed curriculum vitae of team members and reference letters. An understanding of Records Management, Planning and Development.

6.2.6. An understanding of Records Management, Planning and Development.

6.2.5.1. Demonstrable ability to conduct Facility Management Trainings.


6.2.5.2. An understanding of Records Management, Planning and Development.

6.2.5.3. An understanding of Municipal sector-related legislative and accountability frameworks.

6.2.5.4. Ability to do research in the Facility Management field.

6.2.5.5. Ability to facilitate, complete and present reports and presentations.

6.2.6.2. The Successful Service Provider is further required to demonstrate skills and experience in the following areas through the provision of detailed curriculum vitae of team members and reference letters. An understanding of Records Management, Planning and Development.

6.2.6.3. An understanding of Municipal sector-related legislative and accountability frameworks.

6.2.6.4. Ability to do research in the Facility Management field.

6.2.6.5. Ability to facilitate, complete and present reports and presentations.

6.2.7. The Minimum Deliverables and to adequately address all listed objectives, the Municipal District Municipality.

6.1. The Facility Management Training project will involve about 20 employees of the Municipal District Municipality.
7. PAYMENTS

7.1. The Mopani District Municipality will not make an **upfront** payment to a successful service provider. Payment will only be made according to the phases of the project plan that will be agreed upon by both parties and upon receipt of an original invoice.

8. REPORTING REQUIREMENTS AND PROGRESS MEETINGS

8.1. It is envisaged that the Mopani District Municipality will require an initial meeting with the successful service provider to agree on the project process and options to be investigated.

8.2. Progress meeting feedback shall be held as and when necessary, but at least twice a month until completion of the project. The venue of these meetings will be in the District and representatives from the service provider's organisation shall be obliged to attend at their own costs.

8.3. Successful service provider shall submit copies of the progress report during the project and final report at the end of the project.

8.4. The final findings will then be submitted to the Director: Corporate Services of Mopani District Municipality in a form of electronic and hardcopy.

9. DOCUMENTS

9.1. The bidder shall submit curriculum vitae of the members who will be available for the duration of the project, a plan of action and methodology, a list of references, strategy and ability to deliver on the project;

9.2. The copyright of the end of the project will vest in the Mopani District Municipality be presented with its logo and it will be at liberty to use the report and results as deemed necessary.
13.2. All members will have to sign a non-disclosure agreement before the project.

Moepane District Municipality.

Replacements and or additions should be submitted for prior approval by the Project for prior approval of Moepane District Municipality. Any changes to the scope of work must be disclosed to the client.

13.3. The names of all the members of the service provider team must be disclosed.

1.3. CONFIDENTIALITY OF INFORMATION

Failure to comply with this will invalidate the bid.

12.1. Failure to comply with this will invalidate the bid.

12. Tax Clearance Certificate

11.1. No Compulsory briefing session

11. Compulsory Information Session

Confirmation of date and location.

Completion date. Successful service provider and will be completed within 12 (2) months from commencement date. The project will commence after signing the service level agreement with the

10. COMPLETION DATE
14. TERMS AND CONDITIONS

14.1. A comprehensive list and curriculum vitae of the members who will be available for the duration of the project.

14.2. The proposal should be submitted with all the required information containing technical information as well as price information or rates applicable.

14.3. A service level agreement will be entered into with the successful service provider which will include, inter alia, obligations of the Municipality.

14.4. The successful service provider will be obliged to transfer skills to at least three officials of the institution and provide certification to confirm the transfer of those skills.

14.5 The service provider shall disclose all information in its proposal regarding any interest that may result in actual or perceived conflict of interest.

14.6. The Mopani District Municipality reserve the right to disqualify any service provider in circumstances where conflict of interest exists or is perceived to exist or where a service provider has failed to disclose any conflict of interest or any other material information that may have affected the award of the bid.

14.7. Mopani District Municipality will not be held responsible for any costs incurred by the service provider in the preparation and submission of a bid.

14.8. Travelling costs and time spent or incurred between home and office of consultants will not be for the account of the Municipality.

14.9. Service provider is required to submit a plan of action and methodology, a list of references and strategy and ability to deliver on the project.
Certificate submitted are issued by the following agencies:

16.5. Accountability Officers must ensure that the B-BBEE status level Verification

16.4. A trust, consortium or joint venture must submit a consolidated B-BBEE status

B-BBEE.

non-compliant contributors to B-BBEE will not qualify for preference points for

16.3. Bidders who do not submit their B-BBEE status level Verification certificates or

substantialize their B-BBEE Rating claims

Verification certificates or certified copies thereof together with their quotes to

16.2. Bidders are required to submit original and valid B-BBEE status level

2011 and its regulations will apply in terms of awarding points.

16.1. Provision of the Preferential Procurement policy Framework Act (PPFA)

16. BROAD BASED BLACK ECONOMIC EMPOWERMENT

15.1.6. Costing should be aligned with the project activities/ project phases.

rises approved by the National TreasuryInstruction note provided that all rises must be

restricted to economy class and claims for kilometers may not exceed the

Ruling National Treasury Instruction note provided that all rises must be aligned to the

15.1.4. The service provider should provide (SAR) rises that are aligned to the

consultants

Administration (DPSA) and for the body regulating the professional of the

15.1.3. The service provider must be prepared to work at rates not exceeding those

currency (i.e., Rands)

15.1.2. The total cost must be VAT inclusive and should be quoted in South Africa

regarding the work to be undertaken for this project.

15.1.1. The service provider will be requested to provide a detailed quotation

15.1. COST

15. EVALUATION METHODOLOGY
16.5.1. Bidders other than EME’s

(a) Verification agencies accredited by ECSA

(b) Registered auditors approved by IRBA

16.5.2. Bidders who qualify as EMS’S

(a) Accounting Officers as contemplated in the CCA, or

(b) Verification agencies accredited by SANAS, or

(c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA’s for the purpose of conducting verification and issuing EME’s with B-BBEE status Level Certificates.

The table below depicts the B-BBEE status level of contributions

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<th>B-BBEE Status Contributor</th>
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<tr>
<td>Non-compliant contributor</td>
<td>0</td>
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</table>
CVS with four (4) verifiable references must be attached.

Development strategies in the public sector:
Facility Management Training and developing Facility Management
Team members must at least have three (3) years' experience in conducting Facility Management training.

Team leader must have at least five (5) years' experience in conducting Facility Management training.

EXPERIENCE OF TEAM LEAD AND TEAM MEMBERS

We are seeking individuals with relevant experience in the public sector.

Proof from four (4) verifiable references indicating that similar projects have been successfully executed should be attached.

ACCOUNTABILITY FRAMEWORK

17.2.4. Show an understanding of public sector related legislative and policy framework.

17.2.3. Develop the tools and instruments within the Facility Management field.

Development in the public and private sector:

17.2.2. Show an understanding of Records Management Planning and Training.

17.2.1. Demonstrate ability to conduct large scale Facility Management training.

The service provider should be able to:

Strategies in the public and private sector:
Developing a comprehensive Facility Management development strategy, and five (5) years' experience in conducting Facility Management training.

Service provider must be accredited and should have at least five (5) years' experience in conducting Facility Management training.
19. PROJECT PLAN

19.1 The service providers must provide:

19.1.1 A project proposal that demonstrates comprehensive and competence to deliver on what it is required.

19.1.2 A project plan outlining key activities, time frames, milestones and budget.

19.1.3 A schedule of resources to be committed to the project.

19.1.4 Proposed methodology.

20. QUALIFICATION

20.1 Team leader must have a Post Graduate Degree in Administration, Management of Training, Learning & Development, Facility Management or Psychology.

20.2 Team members must have Bachelor’s Degree in Administration, Management of Training, Learning & Development, Records Management, Facility or Psychology.

21. SKILLS TRANSFER

21.1 Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.

22. EVALUATION CRITERIA

22.1 Bids will be evaluated on 80/20 preference point system as outlined in the PPPFA of 2011. The proposals will be evaluated in two phases:

22.1.1 Phase 1: Bidders will be evaluated on functionality. The minimum threshold for functionality is 60 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.
<table>
<thead>
<tr>
<th>No</th>
<th>Criteria</th>
<th>Company Experience:</th>
<th>Team leader and Team members experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Service provider should have ten (10) years' experience in conducting Facility Management Training and developing a comprehensive Facility Management Strategy in the public and private sector.</td>
<td>Team leader must have at least five (5) years' experience in conducting Facility Management Training and developing a comprehensive Facility Management Strategy in the public sector. Team members must have at least three (3) years' experience in conducting Facility Management Training and developing a comprehensive Facility Management Strategy in the public and private sector.</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Demonstrate ability to conduct Facility Management Trainings.</td>
<td>CV's with four (4) contactable references must be attached.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An understanding of public and private sector related legislative and accountability framework.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The development of tools and instruments within the Facility Management field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proof from four (4) contactable references indicating that similar projects were executed should be attached.</td>
<td></td>
</tr>
</tbody>
</table>
3 | Qualification:

- Team leader must have a post Graduate Degree in Administration, Management of Training, Records Management, Facility Management Development or Psychology.
- Team members must have a Bachelor’s Degree in Administration, Management of Training, Learning & Development, Facility Management Development or Psychology.
- Attach certified copies of qualifications.

4 | Project Plan:

- A project proposal and methodology that demonstrate comprehension and competence to deliver on what it is required.
- A project plan outlining key activities, time frames, milestones and budget breakdown.
- A schedule of resources to be committed to the project.
- Proposed methodology.

5 | Skills Transfer:

- Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.

| Total | 100 |

For the purpose of evaluating functionality, the following values will be applicable:

<table>
<thead>
<tr>
<th>Value</th>
<th>Performance Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Very Poor</td>
<td>Do not meet the requirements</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>Will not be able to fulfil the requirements</td>
</tr>
<tr>
<td>2</td>
<td>Average</td>
<td>Will partially fulfil the requirements</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
<td>Will be able to fulfil the requirements</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
<td>Will be able to fulfil better in terms of the requirement adequately</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
<td>Will fulfil the requirements exceptionally</td>
</tr>
</tbody>
</table>
E-Mail: poctolorem@modern.gov.za

Tel No: (015) 811 6300

Name: Mr. R. Pothora

25.2 All bid enquiries to be directed to Writing I:

E-Mail: malum@modern.gov.za

Tel No: (015) 811 6300

Name: Mr. M. Malumi

25.1 All technical enquiries to be in Writing I:

25. ENQUIRIES

Road

at Mopani District Municipality (Old Parliament Building) Gwam全 Main

Proposal must be submitted on or before 26th October 2016 at 11:00.

24. CLOSING DATE

The proposal and bid documents

23.2 Bidders are requested to submit two (2) copies: 1 original plus copy of

respects by service providers. Failure to comply will invalidate a quote.

23.1 All official standard bidding forms (SBD) must be completed in all

22.1 Format and Submission of the Proposal:

<table>
<thead>
<tr>
<th>B-BEE Compliance</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
<tr>
<td>Evaluation Criteria</td>
<td>Weight</td>
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</tbody>
</table>

22.1.2 Phase 2: