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Mopani District Municipality

Private Bag X9687

Giyani

0826

Tel: +27 15 8116300

FAX: +27 15 812-

4570

Budget and Treasury
Office

ENQ:

MATHONSIH

DATE:

14th October 2016

FROM:

ACTING CHIEF FINANCIAL OFFICE: CFO

SUBJECT:

Request for Formal Written Price Quotation

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

Kindly sent the quotation as per the below information:-

Physical Address:

Mopani District Municipality

Office No: 41
1st Floor
Giyani
(015) 811 6300

Submission of Quotes (Tender Box)

Office No: 42
1st Floor
Giyani
(015) 811 6300

Closing Date

26 October 2016 / 12h00


MANGENA S

ACTING CFO

SPECIFICATIONS Q04/10/2016

Appointment of training provider to train 40 employee (senior managers records clerk and secretaries) on records management at NQF level 04 (9406)

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 / YES / NO

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trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? - If so, furnish particulars.

YES / NO

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

.....
.....
.....

2.11 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?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

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

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PART C

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1.	GENERAL CONDITIONS	1.1 The following preference point systems are applicable to all bids:
1.2		The value of this bid is estimated not to exceed R 1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
1.3		Preference points for this bid shall be awarded for:
1.3.1	(a) Price; and	
	(b) B-BBEE Status Level of Contribution.	
1.3.1.1	PRICE	
1.3.1.2	B-BBEE STATUS LEVEL OF CONTRIBUTION	
	Total points for Price and B-BBEE must not exceed	100
1.4		Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
1.5.		The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2.	DEFINITIONS	
2.1		"all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

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- 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

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2.18 "trustee" means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT-SYSTEM

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

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

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

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the Drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 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.

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- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- 8.1.1 If yes, indicate:
- (i) what percentage of the contract will be subcontracted?
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

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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-BBE 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.

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Appointment of training provider to train 40 employee (senior managers records clerk and secretaries) on records management at NCF level 04 (9406)

- (iii) In the event of a contract being awarded as a result of points 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;

- (iv) If the B-BEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (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 alternam partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....

2.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:

.....

ADDRESS:

Part D – List of Returnable's

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

NB: All forms must be fully completed and signed.

TERMS OF REFERENCE FOR MOPANI DISTRICT MUNICIPALITY RECORDS MANAGEMENT TRAINING



TENDER NO: MDM: 04-10-2016 RECORDS 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 RECORDS MANAGEMENT training and develop a comprehensive skills plan for the Municipality.

2. PURPOSE / PROBLEM STATEMENT

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

The Municipality has further absorbed employees from the former Department of Water Affairs when this function was devolved to the district. The process has increased the number of employees such that officials dealing with records must have knowledge and capacity to meet the currently records management requirements.

3. RATIONALE

A Workplace Skills Plan is an institutional training and development strategy which upon development will ensure that the Mopani District Municipality focuses on specific interventions to develop capacity of its employees. The Records Management Training will ensure that institutional and individual performance addressed in order for the District municipality to meet its desired objectives during the 2016 / 17 financial year.

Given the constraints of time and the expertise required, a specialist organization is therefore sought to perform this activity.

4. PROJECT SCOPE / DELIVERABLES

The following describes Mopani District Municipality's expectations regarding the broad scope of the Records Management Training. Potential providers are expected to elaborate on these matters in their project plan:

Definition of the parameters of the Records Management Training;

4.1 Background research to identify suitable methods of assessing staff skills, knowledge and competencies;

4.2 Establishment of benchmarks and tools to be used in measuring staff;

4.3 Ensuring bias is eliminated from methods used;

4.4 Comprehensive plan of action regarding the conducting of the Records Management Training, including communication and the need for confidentiality;

4.5 Documentation of Records Management Training.

5. OBJECTIVES

5.1 The specific objectives of the RECORDS MANAGEMENT training will include the following:

5.1.1 Background research to identify suitable methods of assessing staff performance, skills, knowledge and competencies;

5.1.2 Establishment of benchmarks and tools to be used in assessing staff;

5.1.3 Ensuring bias is eliminated from methods used;

- 5.1.4 Comprehensive plan of action regarding the conducting of PMS, including communication and the need for confidentiality;
- 5.1.5 Documentation of PMS.
- 5.1.6 Generating, present and consolidate RECORDS MANAGEMENT training report and recommendations.

6. DURATION

- 5.1. The project will be for a period of **02 months** from signing of the contract with the successful service provider.

7. SCOPE OF WORK

- 6.1. The RECORDS MANAGEMENT training project will involve about 40 employees of the Mopani District Municipality.
- 6.2. Generate, present and consolidate RECORDS MANAGEMENT training report and recommendations.
- 6.3. 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 sites:
 - 6.3.1 Demonstrable ability to conduct RECORDS MANAGEMENT trainings.
 - 6.3.2. An understanding of human resource management, planning and development in the public and private sector.
 - 6.3.3. An understanding of public sector related legislative and accountability framework;
 - 6.3.4. Ability to do research in the Records Management field;
 - 6.3.5. The identification of tools and instruments within Records Management field;
 - 6.3.6. Ability to facilitate, compile and present research reports; and

10.1 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;

10.2 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.

10. DOCUMENTS

9.4 The final findings will then be submitted to the Director: Corporate Services of Mopani District Municipality in a form of electronic and written report

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

9.2 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.

9.1 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.

9. REPORTING REQUIREMENTS AND PROGRESS MEETINGS

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. PAYMENTS

6.3.7. Practical capacity building and mentoring within the public and private sector.

11. COMPLETION DATE

- 10.1. The project will commence after signing the service level agreement with the successful service provider and will be completed within 06 months from commencement date.

12. COMPULSORY INFORMATION SESSION

- 11.1. No Compulsory briefing session

13. TAX CLEARANCE CERTIFICATE

- 12.1 The bidder is required to submit an **original and Valid Tax Clearance Certificate** issued by the South African Revenue Services together with the quotation and bid documents before the closing date and the time of the bid. **Failure to comply with this will invalidate the bid.**

14. CONFIDENTIALITY OF INFORMATION

- 14.1 The names of all the members of the service provider team must be disclosed for the project for prior approval of Mopani District Municipality. Any changes replacements and or additions should be submitted for prior approval by Mopani District Municipality.
- 14.2 All members will have to sign a non-disclosure agreement before the project commencement, and may be required to undergo security screening and tests as the Mopani District Municipality deems necessary.

15. 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.

16. EVALUATION METHODOLOGY

15.1. COST

15.1.1. The service provider will be requested to provide a detailed quotation regarding the work to be undertaken for this project.

15.1.2. The total cost must be VAT inclusive and should be quoted in South Africa currency (i.e. Rands)

15.1.3 The service provider must be prepared to work at rates not exceeding those prescribed by the National Treasury, Department of Public Service and Administration (DPSA) and /or the body regulating the professional of the consultants.

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

17. BROAD BASED BLACK ECONOMIC EMPOWERMENT

16.1. Provision of the preferential procurement policy Framework Act (PPPFA) 2011 and its regulations will apply in terms of awarding points.

16.2. Bidders are required to submit original and valid B-BBEE status level verification Certificates or certified copies thereof together with their quotes to substantiate their B-BBEE rating claims.

16.3. Bidders who do not submit their B-BBEE status level Verification certificates or non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

16.4. A trust, consortium or joint venture must submit a consolidated B-BBEE status Level Verification Certificate for every separate bid.

16.5. Accounting Officers must ensure that the B-BBEE status Level Verification Certificate submitted are issued by the following agencies:

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

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

17. COMPANY EXPERIENCE

- 17.1 Service provider should have at least five (5) years' experience in conducting RECORDS MANAGEMENT training and developing a comprehensive human resource development strategies in the public and private sector.

17.2 The service provider should be able to:

17.2.1 Demonstrate ability to conduct large scale RECORDS MANAGEMENT training.

17.2.2 Show an understanding of Human Resource Management, Planning and Development in the public and private sector.

17.2.3 Develop the tools and instruments within the Human Resource field.

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

17.3 Proof from four (4) contactable references indicating that similar projects were executed should be attached.

18. EXPERIENCE OF TEAM LEAD AND TEAM MEMBERS

18.1 Team leader must have at least five (5) years' experience in conducting RECORDS MANAGEMENT training and developing a comprehensive Human Resource Development Strategy in the public and private sector.

18.2 Team members must at least have three (3) years' experience in conducting RECORDS MANAGEMENT training and developing human resource development strategies in the public sector.

18.3 CV'S with four (4) contactable references must be attached.

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.

No	Criteria	Weights
1.	Company Experience: ❖ Service provider should at least have ten (10) years experience in conducting RECORDS	15
		5

19.1.4 Proposed methodology.

20. QUALIFICATION

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

20.2 Team members must have Bachelor's Degree in Administration, Management of Training, Learning & Development, Human Resource Management, Human Resource Development 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.

	<p>MANAGEMENT training and developing a comprehensive Human Resource Development Strategy in the public and private sector.</p> <ul style="list-style-type: none"> ❖ Demonstrate ability to conduct RECORDS MANAGEMENT trainings ❖ An understanding of Human Resource Management, Planning and Development in the public and private sector. ❖ An understanding of public and private sector related legislative and accountability framework. ❖ The development of tools and instruments within the Human Resource field. ❖ Proof from four (4) contactable references indicating that similar projects were executed should be attached. 	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
2.	<p>Team leader and Team Members experience:</p> <ul style="list-style-type: none"> ❖ Team leader must have at least five (5) years experience in conducting RECORDS MANAGEMENT training and developing a comprehensive Human Resource Development Strategy in the public sector. ❖ Team members must have at least three (3) years experience in conducting RECORDS MANAGEMENT training and developing a comprehensive Human Resource Development Strategy in the public and private sector. ❖ CV's with four (4) contactable references must be attached. 	<p>15</p> <p>8</p> <p>5</p> <p>2</p>
3	<p>Qualification:</p> <ul style="list-style-type: none"> ❖ Team leader must have a post Graduate Degree in Administration, Management of Training, Human Resource Management, Human Resource Development or Psychology. 	<p>10</p> <p>5</p>

Price	80
Evaluation Criteria	Weight

22.1.2 Phase 2:

5 =	Excellent	Will fulfil the requirements exceptionally
4 =	Very Good	Will be able to fulfil better in terms of the requirement adequately
3 =	Good	Will be able to fulfil the requirements
2 =	Average	Will partially fulfil the requirements
1 =	Poor	Will not be able to fulfil the requirements
0 =	Very Poor	Do not meet the requirements

applicable:

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

Total		
5.	Skills Transfer:	<p>❖ Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.</p> <p>10</p>
4.	Project Plan:	<p>❖ Proposed methodology.</p> <p>10</p> <p>❖ A schedule of resources to be committed to the project.</p> <p>5</p> <p>❖ A project plan outlining key activities, time frames, milestones and budget breakdown.</p> <p>15</p> <p>❖ A project proposal and methodology that demonstrate comprehension and competence to deliver on what it is required.</p> <p>20</p> <p>50</p>
		<p>❖ Team members must have a Bachelor's Degree in Administration, Management of Training, Learning & Development, Human Resource Development or Psychology.</p> <p>3</p> <p>❖ Attach certified copies of qualifications.</p> <p>2</p>
100		

B-BBEE Compliance	20
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23. FORMAT AND SUBMISSION OF THE PROPOSAL

- 23.1** All official standard bidding forms (SBD) must be completed in all respects by service providers. Failure to comply will invalidate a quote.
- 23.2** Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

24. CLOSING DATE

- 24.1** Proposal must be submitted on or before **26 October 2016 at 11H00**, at Mopani District Municipality (Old Parliament Building) Giyani Main Road.

25. ENQUIRIES

- 25.1** All technical enquiries to be in writing to:

Name: Mr MP Mafumo

Tel No: (015) 811 6300

E-Mail: mafumop@mopani.gov.za

- 25.2** All bid enquiries to be directed in writing to:

Name: Ms. M.R Pootona

Tel No: (015) 811 6300

E-Mail: pootonamr@mopani.gov.za

