Mopani District Municipality

Private Bag X9687
Giyani 0826

Budget and Treasury Office

ENQ: MATHONSH

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
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.

2.10.1 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?  If so, furnish particulars.

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?  If so, furnish particulars.
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)

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

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

To submit their offer, a bid must be submitted in accordance with the Document Act (Cap 138) of January 4, 2002, for the purpose of the procurement. The proponent must be registered as a B-BEE entity at a minimum of level 4.

Points

The points for preference must not exceed 13.2.

B-BEE STATUS LEVEL OF CONTRIBUTION

Total points for price and B-BEE must not exceed 13.4.

Price

The maximum points for the bid are calculated as follows:

13.1

(b) B-BEE status level of contribution

Preference points for this bid shall be awarded for:

12

The value of the bid is calculated as follows:

The 30/70 system for requirements with a minimum value of R 1,000,000 (all applicable taxes included) and therefore the 60/40

The following preference points are applicable to all bids:

1.1

GENERAL CONDITIONS

PROCUREMENT REGULATIONS 2011

AT THE PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENCE REGULATIONS 2011

PART C

Appointees of Board providers to claim 40 employee (senior managers) records

SPECIFICATIONS 04/10/2016
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)

2.2 "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
5.1 Points awarded for B-BEE status level of contribution

Points awarded for B-BEE status level of contribution

\[ \text{Points} = \begin{cases} 
\text{Comparative price of lowest acceptable bid} & = p_1 \\
\text{Comparative price of bid under consideration} & = p \\
\text{Points scored for comparative price of bid under consideration} & = p_2 
\end{cases} \]

\[ \left( \frac{\text{Lowest Price}}{\text{Price}} - 1 \right) \times 100 = p_1 \]
\[ \left( \frac{\text{Lowest Price}}{\text{Price}} - 1 \right) \times 100 = p_2 \]

A maximum of 60 of 90 points is allocated for price on the following basis:

\[ \text{0} \leq p_1 \leq 1 \]
\[ \text{0} \leq p_2 \leq 1 \]

4.1 The 60/90 or 90/10 preference point systems

Points awarded for price

4.6 Drawing of lots.

Should two or more bids be equal in all respects, the award shall be decided by the

3.5 Awarding using a point system

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

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

3.4 The order of preference points and all other points have been brought to a common basis taking into account all

2.16 Trustee's means and proceeds (including any proceeds obtained in

14.6 Appointment of training provider to train 40 employees (senior managers, managers, records

SPECIFICATIONS 04/10/2016
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)

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
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</tr>
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<td>3</td>
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<td>7</td>
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<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</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/FIRM

Sub-contracting

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

2. A person will not be awarded points for B-BEE status level if it is indicated in the bid documents that the person does not qualify for at least the points that such a bidder qualifies for unless the intended sub-contractor is on the panel of a qualified expert or consultant in the field of the contract.

3. The provisions of paragraphs 5.1, 5.2 and 5.4 of the B-BEE Status Level of Contribution clause in terms of paragraph 3.4.2 and 5.1 of the B-BEE Status Level of Contribution must be complied with in accordance with the tables referred to in paragraphs 5.1 and 5.4 of the B-BEE Status Level of Contribution clause.

4. B-BEE Status Level of Contribution must not be applied in terms of paragraph 3.4.2 and 5.1 of the B-BEE Status Level of Contribution clause.

5. B-BEE Status Level of Contribution must not be applied in terms of paragraph 3.4.2 and 5.1 of the B-BEE Status Level of Contribution clause.

6. B-BEE Status Level of Contribution must not be applied in terms of paragraph 3.4.2 and 5.1 of the B-BEE Status Level of Contribution clause.

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

8. A person awarded a contract may not sub-contract more than 25% of the value of the contract.
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)

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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-BEE 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.
NE: All forms must be fully completed and signed.

Company Profile

Formal written business documentation (incl. VAT) on the company letterhead;
Statement of multiple shares and tax account;
Part D - List of Remuneration;

Date:

Signature(s) of乙方(s)

Witnesses:

Purchased the manner for criminal prosecution and:

- The buyer’s right has been applied and the
- Parts of a goods according to these, after the delivery of the
- Goods and Services which are subject to a withholding balance on any other
- The buyer or contractor is the supplier of the goods and services of any strands.
- To make losses reasonable arrangements due to such consumption:
- To ensure the contract and claim any damages which has resulted as a result of having
- Recover costs, losses of damages has incurred or suffered as a result of their
- Dismiss the person from the bidding process;

After expiry:

- Any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any
- If the乙方's level of compensation has been claimed of claims in a factual basis of
- That the claims are correct;
- The contractor may be required to produce documentation or to the satisfaction of the purchaser
- In the event of the contract being awarded as a result of points described in paragraph 7,

Appointments of training provider to their 40 employees (Senior Managers, Records, and secretaries) on records management at NOF Level 6 (9406).

Specifications 004/10/2016
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
Ensuring bias is eliminated from methods used.

Establishment of benchmarks and tools to be used in assessing staff performance, skills, knowledge and competences.

Background research to identify suitable methods of assessing staff.

The following:

5.1. The specific objectives of the RECORDS MANAGEMENT training will include

5. OBJECTIVES

5.5. Documentation of Records Management Training.

5.4. Comprehensive plan of action regarding the conducting of the Records Management Training, including communication and the need for conducting the training.

5.3. Ensuring bias is eliminated from methods used.

5.2. Establishment of benchmarks and tools to be used in measuring staff knowledge and competences.

4.1. Definition of the parameters of the Records Management Training:

The following describes Mopani District Municipality's expectations regarding the expected to deliver on these milestones in their project plan:

4. PROJECT SCOPE / DELIVERABLES

is therefore sought to perform this activity. Given the constraints of time and the expertise required, a specialist organization addressed in order for the District Municipality to meet its desired objectives. The Records Management Training will ensure that institutional and individual performance on specific indicators to develop capacity of its employees. The Records Management Training will feature real Mopani District Municipality focuses on workplace skills training.
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. DOCUMENTS

9.4 The final findings will then be submitted to the Director: Corporate Services of Mopani District Municipality in a form or 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 meetings 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 providers will be required 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

8. PAYMENTS

6.3.7.3 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.
15.1. The service provider will be requested to provide a detailed quotation.

15.4. COST

16. EVALUATION METHODOLOGY

14.8. Traveling costs and time spent or incurred between home and office of the service provider in the preparation and submission of a bid.

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.

14.7. Mopan District Municipality will not be held accountable for the account of the Municipality.

14.6. The Mopan District Municipality reserve the right to disqualify any service provider that may result in sexual or perceived conflict of interest.

14.5. The service provider shall disclose all information in its proposal regarding those skills of those officials of the institution and provide certification in confirming the transfer.

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

14.3. A service level agreement will be entered into with the successful service provider, technical information as well as price information or rates applicable.

14.2. The proposal should be submitted with all the required information containing all the information available for the selection of the project.

14.1. A comprehensive list and curriculum vitae of the members who will be.
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
and private sector.

Conducting RECORDS MANAGEMENT training and developing a

17.1 Service provider should have at least five (5) years' experience in

17. COMPANY EXPERIENCE

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<th>Non-compliant contributor</th>
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<th>12</th>
<th>16</th>
<th>18</th>
<th>20</th>
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The table below depicts the B-BEE status level of contributions.

B-BEE status level certifications:

- For IRBA's, the purpose of conducting verification and issuing EMES with B-

- Registered auditors (Registered auditors do not need to meet the prerequisite

- Verification agencies accredited by SANAS or

- Accounting Officers as contemplated in the CCA, or

16.5.2 Bidders who qualify as EMES.
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.
points for B-BEES will be disqualified and will not be evaluated further for price and preference functionally is 60 out of 100 points. Bidders who fail to meet minimum threshold.

22.1 Phase 1: Bidders will be evaluated on functionality. The minimum threshold for PPAFA of 2011. The proposals will be evaluated in two phases:

22.1 Bids will be evaluated on 80/20 preference point system as outlined in the

EVALUATION CRITERIA

22.3 Internal officials regarding the project.

22.1 Service providers are required to demonstrate how they will transmit skills to

SKILLS TRANSFER

22.2 Team members must have a Bachelor’s Degree in Administration, Management, Human Resource Development or Psychology.

QUALIFICATION

19.4 Proposed methodology.

20.1 Team leader must have a Post Graduate Degree in Administration, Human Resource Management, Human Resource Development or Psychology.
MANAGEMENT training and developing a comprehensive Human Resource Development Strategy in the public and private sector.

- Demonstrate ability to conduct RECORDS MANAGEMENT trainings
- 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.

<table>
<thead>
<tr>
<th>Team leader and Team Members experience:</th>
<th>15</th>
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<tbody>
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<td>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.</td>
<td>8</td>
</tr>
<tr>
<td>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.</td>
<td>5</td>
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<tr>
<td>CV's with four (4) contactable references must be attached.</td>
<td>2</td>
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<th>Qualification:</th>
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<td>Team leader must have a post Graduate Degree in Administration, Management of Training, Human Resource Management, Human Resource Development or Psychology.</td>
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### Evaluation Criteria

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<th>Phase</th>
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<td>22.1.2 Phase 2</td>
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<tr>
<th>Rating</th>
<th>Description</th>
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<td>Excellent</td>
<td>Will fully meet the requirements</td>
<td>5</td>
</tr>
<tr>
<td>Very Good</td>
<td>Will meet most of the requirements</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>Will meet most of the requirements but with some minor exceptions</td>
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</tr>
<tr>
<td>Average</td>
<td>Will partially meet the requirements</td>
<td>2</td>
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<tr>
<td>Poor</td>
<td>Will not meet the requirements</td>
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<td>Very Poor</td>
<td>Do not meet the requirements</td>
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### Skills Transfer:

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- Internal officials regarding the project.
- Demonstrate how they will transfer skills to service providers as required.

### Project Plan:

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- Proposal methodology.
- A schedule of resources to be committed to.
- A project plan outlining key activities, timelines, milestones, and budget breakdown.
- Demonstrable comprehension.

### Qualifications:

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- Attached certified copies of qualifications.
- Resource Development or Psychology.
- Training, Learning & Development, Human Resource, Administration, Management of Degree in Administration, Management of Team members must have a Bachelor's.
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