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 Q03/10/2016

Appointment of training provider to train 25 Councillors on Municipal Governance National Certificate (60529) at NQF level 05 (9404)

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
SPECIFICATIONS Q03/10/2016

Appointment of training provider to train 25 Councillors on Municipal Governance National Certificate (60529) at NQF level 05 (9404)

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

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

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
### GENERAL CONDITIONS

1. The following points are applicable to all bids:
   1.1 The following preference point systems are applicable to all bids:

### POINTS

<table>
<thead>
<tr>
<th>POINTS</th>
<th>1.3.1</th>
<th>1.3.2</th>
<th>1.3.3</th>
<th>1.4</th>
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<tbody>
<tr>
<td>PRICE</td>
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<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
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<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
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<td>100</td>
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</table>

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### DEFINITIONS

1. "All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.
SPECIFICATIONS 003/10/2016

Appointment of training provider to train 25 Councillors on Municipal Governance National Certificate (60529) at NQF level 05 (9404)

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
Points awarded for B-BEE status level of contribution

Points awarded for B-BEE status level of contribution

\[
\begin{align*}
P_f & = \text{Comp. price of lowest acceptable bid} \\
P_l & = \text{Comp. price of bid under consideration} \\
P_s & = \text{Points scored for comparable price of bid under consideration}
\end{align*}
\]

\[
\begin{align*}
0.90 \leq \left( \frac{\text{min} \, d}{\text{min} \, d - \text{d} - l} \right)^{0.90} & \leq 0.90 \\
0.63 \leq \left( \frac{\text{min} \, d}{\text{min} \, d - \text{d} - l} \right)^{0.63} & \leq 0.70
\end{align*}
\]

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

4.1 The 80/90 or 90/10 Preference Point Systems

4.2 Points Awarded for Price

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

3.5 One scoring the higher score for functionality, one scoring the higher number of preference points for B-BEE, the successful bid must be the scored equal points. However, when functionality is part of the evaluation process and two or more bids have scored equal points, the successful bid may be the scored equal points. However, when functionality is part of the evaluation process and two or more bids have scored equal points, the successful bid may be decided by the decision of the B-BEE.

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

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

3.2 Preferece points shall be calculated after prices have been brought to a competitive basis taking into account all preference points shall be calculated after prices have been brought to a competitive basis taking into account all

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

3.1 Awarding Using A Point System

2.18 "House" means any person, including the owner of a house, to whom property is registered in accordance with the provisions of the National Certificate of Occupancy (No 6072) Act, No 1 of 1962/the Municipal Government

Specifications G03/10/2016
SPECIFICATIONS Q03/10/2016

Appointment of training provider to train 25 Councillors on Municipal Governance National Certificate (60529) at NQF level 05 (9404)

<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>4</td>
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<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.
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 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 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 3.1.1.2 AND 5.1

7.1 B-BBEE Status level of contribution: ____________________ (maximum of 10 or 20 points)

8 SUB-CONTRACTING

8.1 If yes, indicate:

8.1.1 a. Name of the subcontractor:

8.1.2 b. What percentage of contract will be subcontracted:

8.1.3 c. B-BBEE status level of subcontractor:

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 YES/NO (delete which is not applicable)
SPECIFICATIONS Q03/10/2016

Appointment of training provider to train 25 Councillors on Municipal Governance National Certificate (60529) at NQF level 05 (9404)

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 proprietor
- 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. transportor, 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.
NB: All forms must be fully completed and signed.

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

PART D - List of Remunerees

ADDRESS:

DATE:


WITNESSES:

Forward the matter for criminal prosecution.

Order(s) that have been appealed to the court for a period not exceeding 12 years after the last appeal, that shall remain in place after the court(s) of law for a period not exceeding 12 years after the last appeal.

Indemnify the bidder or contractor for all reasonable damages which may arise as a result of having cancelled the contract and claim any damages which may arise as a result of having cancelled the contract or recovered costs, losses or damages if theic accounts of submitted as a result of that person's
disability to perform the bidding process.

Published the results of a contract not having been awarded to the person in the circumstances as a result of the bidder or contractor not being able to perform the contract.

In the event of a contract being awarded to a person not having been called for in the solicitation of the purchase, then the contract may be rescinded or amended to ensure the validity of the contract award.

SPECIFICATIONS 003/10/2016

National Certificate (66529) at NQF level 05 (9404)

Appointment of training provider to train 25 Counsellors on Municipal Governance
TERMS OF REFERENCE FOR MOPANI DISTRICT MUNICIPALITY:

MUNICIPAL GOVERNANCE TRAINING

TENDER NO: MDM: 03-10-2016 MUNICIPAL GOVERNANCE 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 Municipal Governance Training and develop a comprehensive skills plan for the Municipality.

2. PURPOSE / PROBLEM STATEMENT

The Municipality has had a few Municipal Governance 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 councillors on Municipal Governance with the institution, it is important that the organisation conducts Municipal Governance Training to develop skills, competencies and desired training needs of its existing personnel in order to meet its Local Government mandate.

Municipal Governance Training is a programme for councillors acquire skills, knowledge and competencies against those needed both now and in the future. Municipal Governance 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.
3. RATIONALE

A Municipal Governance Training is a review of the staff's existing education, skills and competencies against those needed both now and in the future. A Municipal Governance Training assists an organisation to implement its policy and plan for staffing, partitioning maintenance and repairs to its buildings.

The Municipal Governance Training will ensure that institutional and individual performance objectives are 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. OBJECTIVES

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

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 Comprehensive plan of action regarding the conducting of the Municipal Governance Training, including communication and the need for confidentiality;
4.4 Documentation of Municipal Governance Training;
4.5 Understand the importance of embedding innovation in facilities management.
4.6 Evaluate the effectiveness of embedding innovation within facilities management services and its impact on services provided.
4.7 Using a business case framework, develop a model of service innovation which can demonstrate the added value and contribution of facilities management to an organisation.

Definition of the parameters of the Municipal Governance Training,
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 Municipal Governance 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 Municipal Governance 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.
6.2.2.3. Plan:

6.2.2.3.1. Provide accurate information to develop Municipal Governance Training

6.2.2.3.2. Has:

6.2.2.3.3. Identity the skills and knowledge that the Municipality requires and currently

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

6.2. The successful service provider is expected to perform the following functions of the Mopani District Municipality:

6.1. The Municipal Governance Training Project will involve about 25 employees

6.2.4. Develop Skills profiles for all occupations.

6.2.5. The Successful service provider is further required to demonstrate skills and experience in the following areas through the provision of detailed curricula vitae of team members and reference sites:

6.2.5.1. Demonstrable ability to conduct Municipal Governance Training.

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 Municipal Governance field.

6.2.5.5. Ability to facilitate, compile and present reports.

6.2.6. Recognized:

6.2.6.1. General, present and consolidate Municipal Governance Training and

6.2.6.2. Provide accurate information to develop Municipal Governance Training

6.2.6.3. Identify the skills and knowledge that the Municipality requires and currently

6.2.6.4. General, present and consolidate Municipal Governance Training and

6.2.6.5. The Successful service provider is further required to demonstrate skills and experience in the following areas through the provision of detailed curricula vitae of team members and reference sites:

6.2.6.6. Demonstrable ability to conduct Municipal Governance Training.

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

6.2.6.8. An understanding of Municipal sector related legislative and accountability frameworks.

6.2.6.9. Ability to do research in the Municipal Governance field.

6.2.6.10. Ability to facilitate, compile and present reports.
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

8.8 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.

8.9 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.

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

8.11 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

9.8 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;

9.9 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 COMPLETION DATE
14 TERMS AND CONDITIONS

14.9 All members will have to sign a non-disclosure agreement before the project.

13.8 The names of all the members of the service provider team must be disclosed for final approval of the project.

13.7 The service provider should submit the required documents for prior approval.

13.6 Any changes or amendments to the agreement should be submitted for prior approval.

13.5 The agreement should be signed by the South African Revenue Services together with the contractor.

12.1 The bidder is required to submit an original and valid tax clearance certificate.

12 TAX CLEARANCE CERTIFICATE

11.2 No Compulsory briefing session

11.1 Compulsory briefing session

11 INFORMATION SESSION

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

10 INFORMATION SESSION

9.1 No Compulsory briefing session

9.1 Compulsory briefing session

8.1 No Compulsory briefing session

8.1 Compulsory briefing session

7.1 No Compulsory briefing session

7.1 Compulsory briefing session

6.1 No Compulsory briefing session

6.1 Compulsory briefing session

5.1 No Compulsory briefing session

5.1 Compulsory briefing session

4.1 No Compulsory briefing session

4.1 Compulsory briefing session

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3.1 Compulsory briefing session

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2.1 Compulsory briefing session

1.1 No Compulsory briefing session

1.1 Compulsory briefing session

1 INFORMATION SESSION

0.1 No Compulsory briefing session

0.1 Compulsory briefing session

0 INFORMATION SESSION

CONFIDENTIALITY OF INFORMATION

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

2. All documents before the closing date and the time of the quotation and the contract documents should be submitted together with the certificate issued by the South African Revenue Services.

3. The contractor must be registered and have a valid tax clearance certificate.
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.

15 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)
16.5.1. Bidders other than EMEs

Certificate submitted are issued by the following agencies:

16.5. Accounting Officers must ensure that the B-BEE status level Verification
Certificate is submitted for every separate bid.

16.4. A Trust, consortium or joint venture must submit a consolidated B-BEE status

B-BEE.

16.3. Bidders who do not submit their B-BEE status level Verification Certificate or
non-compliant contributors to B-BEE will not qualify for preference points for
substantiate their B-BEE rating claims.

Verification Certificates or certified copies thereof together with their quotes to
Bidder are required to submit original and valid B-BEE status level

2014 and its regulations will apply in terms of awarding points.


16 BROAD BASED BLACK ECONOMIC EMPOWERMENT

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

16.4. The Service Provider should provide (SFST) rates that are aligned to the
consultants administration (DPFSA) and/or the body regulating the professional of the
prescribed by the National Treasury, Department of Public Service and
16.3. The service provider must be prepared to work at rates not exceeding those
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

<table>
<thead>
<tr>
<th>B-BBEE Status</th>
<th>Level of Contributor</th>
<th>Number of Points (80/20 system)</th>
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<td>7</td>
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<td>4</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

17. COMPANY EXPERIENCE

17.1 Service provider must be accredited and should have at least five (5) years' experience in conducting Municipal Governance Training and developing a comprehensive Municipal Governance development strategies in the public and private sector.

17.2 The service provider should be able to:
19.1.2 Project plan outlining key activities, timeframes, milestones and budget

delivered on what is required.

19.1.1 A project proposal that demonstrates comprehensive and competence to
The service providers must provide:

19. PROJECT PLAN

18.3 CV's with four (4) verifiable references must be attached.

18.2 Team members must at least have three (3) years' experience in consulting
Municipal Governance Training and developing Municipal Governance
Development Strategies in the public sector.

18.1 Team leader must have at least five (5) years' experience in consulting
Municipal Governance Training and developing Comprehensive Municipal
Development in the public and private sector.

EXPERIENCE OF TEAM LEAD & TEAM MEMBERS

were executed should be attached.

17.3 Proof from Four (4) verifiable references indicating that similar projects,
Accountability framework
have been executed within the Municipal Governance
Field.

17.2.3 Show an understanding of public sector related legislative and
Development within the Municipal Governance
Field.

17.2.2 Show an understanding of Municipal Governance
Training.

17.2.1 Demonstrate ability to conduct large scale Municipal Governance
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, Municipal Governance 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>Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Company Experience:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Service provider should at least have ten (10) years' experience in conducting Municipal</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Qualification:</td>
<td>Team Leader and Team Members Experience:</td>
<td></td>
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<tr>
<td>---------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1. Current team leader must have a post Graduate Degree in Administration, Management or Psychology.</td>
<td>15 years' experience in conducting Municipal Governance Training and Developing a Governance Strategy. Within the Public sector.</td>
<td></td>
</tr>
<tr>
<td>2. Team leader must have at least three (3) years' experience in conducting Municipal Governance Training and Developing a Governance Strategy.</td>
<td>10 years' experience in conducting Municipal Governance Training and Developing a Governance Strategy.</td>
<td></td>
</tr>
<tr>
<td>3. Team leader must have a post Graduate Degree in Administration, Management or Psychology.</td>
<td>5 years' experience in conducting Municipal Governance Training and Developing a Governance Strategy.</td>
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</tr>
<tr>
<td>4. CV's with two (2) consecutively References should be attached.</td>
<td>2. Proof from four (4) consecutively References within the Municipal Governance Field.</td>
<td></td>
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<tr>
<td>4.</td>
<td>Project Plan:</td>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>✦ Team members must have a Bachelor's Degree in Administration, Management of Training, Learning &amp; Development, Municipal Governance Development or Psychology.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>✦ Attach certified copies of qualifications.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>✦ A project proposal and methodology that demonstrate comprehension and competence to deliver on what it is required.</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>✦ A project plan outlining key activities, time frames, milestones and budget breakdown.</td>
<td>20</td>
<td></td>
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<tr>
<td>✦ A schedule of resources to be committed to the project.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>✦ Proposed methodology.</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.</th>
<th>Skills Transfer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✦ Service providers are required to demonstrate how they will transfer skills to internal officials regarding the project.</td>
<td>10</td>
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</table>

**Total** | 100

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 = Very Poor</td>
<td>Do not meet the requirements</td>
</tr>
<tr>
<td>1 = Poor</td>
<td>Will not be able to fulfill the requirements</td>
</tr>
<tr>
<td>2 = Average</td>
<td>Will partially fulfill the requirements</td>
</tr>
<tr>
<td>3 = Good</td>
<td>Will be able to fulfill the requirements</td>
</tr>
<tr>
<td>4 = Very Good</td>
<td>Will be able to fulfill better in terms of the requirement adequately</td>
</tr>
<tr>
<td>5 = Excellent</td>
<td>Will fulfill the requirements exceptionally</td>
</tr>
</tbody>
</table>

**22.1.2 Phase 2:**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
</tbody>
</table>
E-Mail: poolsonr@mponal.gov.za
Tel No: (016) 811 6300
Name: Mr. P. Poolson

25.2 All bid enquiries to be directed in writing to:

E-Mail: mturnor@mponal.gov.za
Tel No: (016) 811 6300
Name: Mr. M. Turnor

25.1 All technical enquiries to be in writing to:

Mopani District Municipality (Old Parliament Building) Gwamini Main Road.

Proposal must be submitted on or before 26 October 2016 at 11h00.

24. CLOSING DATE

The proposal and bid documents.

23.2 Bidders are required 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

23. FORMAT AND SUBMISSION OF THE PROPOSAL

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B-BBEE Compliance 20
SPECIFICATIONS Q03/10/2016

Appointment of training provider to train 25 Councillors on Municipal Governance National Certificate (60529) at NOF level 05 (9404)

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
2.11 Do you or any of the directors / trustees / members of the company have any interest in any other related companies or businesses?

YES/NO

2.12 If so, furnish particulars:

2.13 Of the above, who may be involved with the evolution and/or adjudication any other director and any persons employed by the above,

2.14 Some of the relationships (family, friends, others) between

YES/NO

2.15 Do you or any person connected with the bidder have

YES/NO

2.16 If so, furnish particulars:

2.17 The evolution and/or adjudication of this bid?

2.18 Employed by the above and who may be involved with any relationship (family, friends, other) with a person

2.19 Do you or any person connected with the bidder have

YES/NO

2.20 If so, furnish particulars:

2.21 Business with the above in the previous twelve months?

Yes / No

2.22 If so, furnish particulars:

2.23 National Certificate (6525) & AG Level 65 (4949)

Appointment of training provider to train 25 councillors on municipal governance

Specifications 003/10/2016