

Enquiries: Seageng Letsholo  
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**MOSES KOTANE**  
LOCAL MUNICIPALITY

**SUPPLY CHAIN MANAGEMENT OFFICE**

<b>PUBLIC NOTICE</b>	<b>SCMQR&amp;/2022/2023</b>	<b>DATE</b>	14/10/2022
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**MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS FOR PROVISION OF CONTRACT MANAGEMENT TRAINING.**

**THE APPOINTED SERVICE PROVIDER IS EXPECTED TO DELIVER ACCORDING TO THE FOLLOWING SPECIFICATIONS:**





Training material to be supplied by the service provider.

### **Provision of contract management training**

Number of delegates: **16**

#### **Outcomes required for attendees:**

- Explain the legislative environment-
  - The role and responsibility of the contract management committee.
  - Committee members rights and authority.
- Understanding contracts administration, execution, reporting and records management activities.
- Understanding financial and legal administration of contracts.
- Monitoring performance on contracts and skills transfer.
- Managing internal and external relationships.

#### **The following pieces of legislation should be incorporated in the training:**

- The Constitution of the Republic of South Africa;
- Municipal Finance Management Act;
- Supply Chain Management regulations;
- Preferential Procurement Policy Framework Act and Regulations;
- Construction Industry Development Board Act;
- Broad-Based Black Economic Empowerment Act;
- The Moses Kotane Local Municipality Supply Chain Management Policy;
- The Moses Kotane Local Municipality Contract Management Policy;
- Promotion of Access to Information Act;
- Prevention and combating of Corrupt Activities Act;
- Promotion of Administrative Justice Act; and all relevant practice notes, circulars and guides.

#### **Critical outcomes required by Moses Kotane Local Municipality:**

- Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made when monitoring contracts;
- ~~Working effectively with others as a member of a team, group, organisation, and community during establishing and maintaining of relationships;~~
- Organising and managing oneself and one's activities responsibly and effectively through planning and scheduling meetings;
- Collecting, analysing, organising and critically evaluating information when resolving disputes;
- Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when reporting;
- Using science, technology and indigenous knowledge effectively and critically, showing responsibility towards the environment and health of others through record keeping and reporting.
- Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation when terminating contracts, monitoring performance, dealing with ISO standards and recognising South African National
- Role and responsibility of the contract management committee
- Accreditation Standards (SANAS).
- Conference room/ training facilities to be provided by the municipality

**FUNCTIONALITY CRITERIA:**

Criteria	Required document	Maximum points obtainable.
<b>Bidders Registration with relevant SETA</b>	Certified registration certificate issued by relevant SETA	50 Points
<b>Relevant Experience:</b> <ul style="list-style-type: none"> <li>• At least 5 trainings Conducted = 50 Points</li> <li>• 3 to 4 Trainings Conducted = 30</li> <li>• 1 to 2 trainings Conducted = 20 Points</li> </ul>	Bidders Profile with valid reference letters	50 Points
Bidders must score a minimum of <b>70</b> Points to be evaluated on Price and BBBEE.		

**The proposals should be accompanied by the following information:**

- Contents of the training programme
- Accreditation status as well as proof of accreditation

MKLM plans to address socio-economic issues (with specifics on numbers to be achieved) which include:

1. Maximisation of job opportunities (labour histograms);
2. Creation of opportunities and meaningful involvement of local SMMEs;
3. Proof of office locality (e.g. municipal account, title deed, and lease agreement etc. must be attached

Bids will be evaluated and adjudicated in accordance with the following legislation:

1. The municipal Finance Management Act
2. Supply Chain Management Policy of MKLM
3. PPPFA and associated regulations
4. 80/20 preference point system will be applied to this bid.

**\*\*\*\*\*IMPORTANT NOTE.**

**THE FOLLOWING COMPULSORY RETURNABLE DOCUMENTS MUST BE SUBMITTED TOGETHER WITH A QUOTATION. NONE SUBMISSION OF THESE DOCUMENTS WILL INVALIDATE YOUR QUOTATION.**

**COMPULSORY LIST OF RETURNABLE DOCUMENTS**

1. Fully Completed MBD 4 – Declaration of interest form – obtainable from SCM office / rates hall /municipal website
2. Fully Completed MBD 9 – Certificate of independent Bid Determination –Obtainable from SCM office /rates hall / municipal website

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3. BBB-EE Certificate/Sworn affidavit – no certificate attached, no points
4. Certified Green Bar Coded ID or Smart Card of company directors/Members/Owner
5. Tax Clearance certificate/ Tax Pin
6. Central Suppliers Database registration report (CSD)
7. Company Registration Certificate (except for Sole Proprietors)
8. Current Statement of municipal account (rates and taxes) not older than 3 months
- 10.1 Provide an affidavit of the account holder in a case where a bidder is working from home. If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.
11. Provide affidavit from South African Police (SAPS) and Proof of residence if you reside in a village where you do not pay rates and taxes **“stating that you do not pay rates and taxes of the company and you are working from home”**
- 11.1 If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by an original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property.
12. Current statement of Municipal account (rates and taxes) not in Arrears for the period of over three months, proof of residence for directors/members of the company or close corporation and affidavit stating that you work from home and you are not paying rates and taxes of the company.

**NB: COPIES OF CERTIFIED COPIES WILL NOT BE ACCEPTED.**

**NB: IF RATES AND TAXES ARE IN ARREARS FOR MORE THAN 90 DAYS, BIDDERS WILL BE DISQUALIFIED. IT IS THE RESPONSIBILITY OF THE BIDDER TO PROOF THAT NEITHER THE ENTITY/COMPANY NOR ITS DIRECTORS (IN THEIR INDIVIDUAL CAPACITY) DO NOT OWE MUNICIPAL RATES AND TAXES.**

Quotations can be marked for the attention of the Municipal Manager,  
**“SCM 92/2022/2023– PROVISION OF CONTRACT MANAGEMENT TRAINING**  
and deposited in the Tender box situated at Civic Centre, Rates Hall.

<b>CLOSING DATE</b>	28/10/2022
<b>TIME</b>	10H00

- **The municipality reserves the right to negotiate conditions and requirements with the successful bidder and is not obliged to appoint the lowest or any proposal submitted.**
- **Quotations received after the closing date and time will not be accepted.**



Stand No 933, Station Road, Unit 3, Mogwase Shopping Complex, Mogwase

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Website: [www.moseskotane.gov.za](http://www.moseskotane.gov.za)

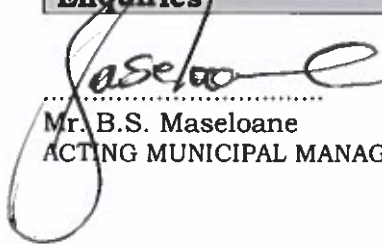
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LOCAL MUNICIPALITY

**Enquiries can be directed as follows**

<b>Specifications Enquiries</b>	Ms B Notana	014 555 1453
<b>Procurement Enquiries</b>	Mrs S.Marule	014 555 1313

  
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Mr. B.S. Maseloane  
ACTING MUNICIPAL MANAGER



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