

Enquiries: Seageng Letsholo
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SUPPLY CHAIN MANAGEMENT OFFICE

PUBLIC NOTICE	SCM09.1/2022/2023	DATE	14/10/2022
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MOSES KOTANE LOCAL MUNICIPALITY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS WITH PROVEN TRACK RECORD IN TERMS OF SECTION 83 OF THE MUNICIPAL SYSTEM ACT, ACT 32 OF 2000 (AS AMENDED) AND SECTION 110 AND 112 OF THE MUNICIPAL FINANCE MANAGEMENT ACT, ACT 56 OF 2003, FOR ACCREDITED SERVICE PROVIDER TO TRAIN 50 (FIFTY) BID COMMITTEE MEMBERS FOR A PERIOD OF FOUR (04) DAYS.

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

PROGRAM DESCRIPTION:

- Demonstrate knowledge and insight into a bid committee system applicable to an organ of state in South Africa
- NQF Level 5



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Provision of bid committee training

Number of delegates: 50

The training should be aligned to be useful for Supply Chain Management Practitioners, Senior Managers, Managers, Accounting Officers, project managers in various other municipal departments and bid committee members.

Outcomes required for attendees:

- Discuss elements of the Supply Chain Management (SCM) model that apply to the bid committee system;
- Apply knowledge of the applicable regulatory framework to ensure compliance;
- Discuss the importance of ethical conduct in the bid committee process;
- Apply knowledge of the functions of the Bid Specification Committee;
- Apply knowledge of the functions of the Bid Evaluation Committee; and
- Apply knowledge of the functions of the Bid Adjudication Committee.

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 Municipality Supply Chain 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 Municipality:

- The staff members should be able to identify and solve problems in which responses show that responsible decisions using critical and creative thinking have been made in analysing bid documents and making and substantiating recommendations from the different Bid Committees;
- The learner is able to work effectively with others as a member of a team, group, organisation or community in participating in a bid committee;
- The learner is able to organise and manage him/herself and his/her activities responsibly and effectively in performing the functions of a Bid committee;
- The learner is able to collect, organise and critically evaluate information in evaluating bids;
- The learner is able to communicate effectively in the modes of oral and/or written presentations in reporting findings;
- The learner is able to demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation in understanding the relationship between the three Bid committees and elements of Supply Chain management;
- The learner is able to participate as a responsible citizen in the life of local, national and global communities in participating ethically in a Bid Committee;

Training to be provided at Moses Kotane Local Municipality. A venue will be made available for this;

All training manuals to be included in the quoted price;



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

Tel: 014 555 1300 | Fax: 014 555 6368

Website: www.moseskotane.gov.za

Training days: 04 days

Certificate of completion to be issued to each staff member at the end of the training

FUNCTIONALITY CRITERIA:

Criteria	Required document	Maximum points obtainable.
Bidders Registration with relevant SETA	Certified registration certificate issued by relevant SETA	50 Points
Relevant Experience: <ul style="list-style-type: none">At least 5 trainings Conducted = 50 Points3 to 4 Trainings Conducted = 301 to 2 trainings Conducted = 20 Points	Bidders Profile with valid reference letters	50 Points

Bidders must score a minimum of **70** Points to be evaluated on Price and BBEE.

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

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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
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 ARREAS 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 09/2022/2023– BID COMMITTEE TRAINING
and deposited in the Tender box situated at Civic Centre, Rates Hall.

CLOSING DATE

28/10/2022



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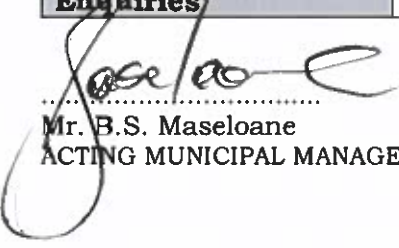


MOSES KOTANE
LOCAL MUNICIPALITY

TIME	10H00
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- 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.

Enquiries can be directed as follows		
Specifications Enquiries	Mr T Pitse	014 555 1437
Procurement Enquiries	Mrs S.Marule	014 555 1313


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Mr. B.S. Maseloane
ACTING MUNICIPAL MANAGER



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