

	REQUEST FOR FORMAL WRITTEN QUOTATION CLOSING DATE: 26 November 2020 @12h00
TECHNICAL/SPECIFICATIONS RELATED ENQUIRIES	Mzwandile Qandeka—032 437 9495 mzwandile.qandeka@ilembe.gov.za
ADMINISTRATIVE ENQUIRIES	Ms. N.P Gumede – 032 551 8751
REFERENCE	HR/015700/2020
DATE OF ISSUE	18 November 2020.

Kindly submit (on your company letterhead); a written price quotation for the following:-

ITEM NO.	QUANTIT Y	DESCRIPTION
1.	1	REQUEST FOR ACCREDITED SERVICE PROVIDER TO CONDUCT TRAINING SERVICE- OCCUPATIONALLY DIRECTED TRAINING AND DEVELOPMENT PRACTICES FOR 1 EDM EMPLOYEE AS PER ATTACHED TERMS OF REFERENCE.

All bidders must PLEASE ensure that they have a clear knowledge of what they are quoting for.

MANDATORY PRE-QUALIFICATION CRITERIA

Procurement will be done in accordance with the Preferential Procurement Regulations 2017 and Regulation 4 will be applicable in this request for quotations. Entities that do not meet the pre-qualification criteria below will be disqualified and will not be considered further in the evaluation process: -

1. Bidder/s (including a Joint Venture entity) must have a level 1 or 2 B-BBEE Status Level Verification Certificate issued by an accredited person/entity or a sworn affidavit where applicable like EMEs.
2. Bidder/s including a JV entity must be an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) in terms of a code of good practice on black economic empowerment issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act.

Completed quotations must be submitted in a sealed envelope clearly marked with the company name and address, the correct REFERENCE Number must be written on the outside of the envelope containing the quotation. All quotations must be deposited into the **Quotations Box** situated at the **Reception Area, Technical Services Building, 12 Haysom Road, KWA-DUKUZA** by no later than the closing date and time where they will be opened in public. No faxed or e-mailed quotations will be accepted.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of offer.
- Price(s) quoted must be firm and inclusive of VAT, vendors not registered for VAT with SARS will be treated as Non Vat vendors.
- Price(s) quoted must include delivery costs and a firm delivery period must be indicated
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017, pertaining to Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4 & MBD 6.1 (also available on www.ilembe.gov.za) must be scrutinized, completed and submitted together with your quotation.
- Bidders are requested to complete MBD 6.2 and Annexure C for all items that are subject to the Local Production and Content for designated sectors (e.g. Textile and Clothing, Buses, Valve Products and Actuators etc.) as guided by National Treasury and Department of Trade and Industry (designated sectors for local content).
- The awarding of this contract will be subject to the application of the objective criteria as stated in Section 2(1)(f) of the PPPFA (Act 5 of 2000).

- Notwithstanding the need to advance socio economic transformation objectives, the Municipality reserves the right to ensure value for money and cost effectiveness by conducting negotiations of the final prices so that they are market related.
- Suppliers submitting quotation should be registered with Central Suppliers Database (CSD), CSD number must be submitted. If supplier is not registered they cannot be considered for evaluation. If supplier wants to be registered with CSD they must go to www.csd.gov.za and get themselves registered.
- The tax clearance information (including unique SARS PIN) submitted by the prospective bidders will be verified and all bidders whose tax matters are not in order upon verification will be notified and given 7 working days to resolve their matters with SARS.
- Certified copy of BBBEE Certificated or Sworn Affidavit must be supplied together with quotation.

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions will invalidate your offer. iLembe District Municipality does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid.

NG KUMALO
MUNICIPAL MANAGER

QUALIFICATION:

1. The education and training provider of the accredited outcomes based education and training
2. The education and training provider must have National Certificate: Occupationally Directed Education Training and Development Practices
3. The education and training provider must provide a valid proof of registration with Department of Education
4. The education and training provider has to offer unit standards and/or qualifications that fall within the primary focus area of the ETQA body of the relevant Sector Education and Training Authority (SETA) or professional body.
5. The education and training provider who will do level of **National Diploma: ODETDP SAQA ID 50333 NQF Level 5 – 240 Credits** under the following Skills programme;
 - Conducting Assessment – Assessor course
 - Conducting Moderator - Moderator course
 - Skill development Facilitator – Facilitator course
 - Design OBE Learning material – Designer course
 - Occupational directed education training and development practices
 - Apply Occupational health safety and Environment principle
 - Quality Management System
 - Develop outcomes base assessment
 - Guide and Assist learners
 - Oral and Written interaction
6. Education and training provider must provide three letter of reference for the previous training have done similar to this education and training.
7. Education and training provider must produce evidence for their compulsory registration in the following;
 - South African Qualifications authority in terms of the Act
 - National Qualifications Framework (NQF quality assured by that ETQA.
 - Must be fully accredited with the ETDP SETA;
 - Must have full programme approval for the SAQA ID 50334 National Certificate and SAQA ID 50333 National Diploma ODETDP.
 - Cannot sub-contract any of the project to another training provider
 - Must be registered on the Central Supplier Database as an approved supplier
 - Fully SARS Tax compliant
 - Should have credible references with Provincial and / or National Government
 - Preferably be based and present contact sessions in KZN.

The trainee will attend to the institution.