



TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

| BID NO | DESCRIPTION | ADVERTISING DATE | CLOSING DATE |
|----------------|--|--------------------------|-----------------------------|
| ELM/3/04/2024T | APPOINTMENT OF A PANEL OF TRAINING SERVICE PROVIDERS FOR SKILLS, LEARNERSHIP, TRAINING AND DEVELOPMENT FOR A PERIOD OF THREE (3) YEARS | WEDNESDAY, 10 APRIL 2024 | MONDAY, 13 MAY 2024 @ 12H00 |

Bid documents will be available from the **Thursday, 11 APRIL 2024** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL**.

Project enquiries shall be directed to **Mr. M Matoti 073 642 3279 / at matotim@emalahlenilm.gov.za** during normal office hours (08h00-16h30) and all bidding enquiries shall be directed to **Mr. N Stemela on 078 112 8036/ at stemelan@emalahlenilm.gov.za** during normal office hours (08h00-16h30).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public

BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

| EVALUATION CRITERIA | POINTS ALLOCATION |
|---------------------|-------------------|
| Pricing | 80 |
| Specific Goals | 20 |
| TOTAL | 100 |

FUNCTIONALITY: 100 points, Minimum qualifying points will be 70 for further evaluation

| ASPECT | CRITERIA | VERIFICATION METHOD | POINTS |
|----------------------|---|---|--------|
| Key staff experience | Moderator with three years or more experience | Curriculum vitae. Certified copies of qualifications in your possession. Must be in possession of a valid Seta Moderator Registration letter. | 20 |
| | Moderator with two years or more but less than three years' experience. | Curriculum vitae. Certified copies of qualifications in your possession. Must be in possession of a valid Seta Moderator Registration letter. | 15 |
| | Moderator with less than two years' experience. | Curriculum vitae. Certified copies of qualifications in your possession. Must be in possession of a valid Seta Moderator Registration letter. | 10 |
| | Assessor with three years or more experience. | Curriculum vitae. Certified copies of qualifications in your possession. Must be in possession of a valid Seta Assessor registration letter. | 20 |
| | Assessor with two years or more but less than three years' experience. | Curriculum vitae. Certified copies of qualifications in your possession. Must be in possession of a valid Seta Assessor registration letter. | 15 |
| | Assessor with less than two years' experience | Curriculum vitae. Certified copies of qualifications in your possession. Must be in possession of a valid Seta Assessor registration letter. | 10 |

| | | | |
|---|---|--|------------|
| Company experience | Three years or more relevant experience in provision of skills development programmes | Three (3) Appointment letters and reference letters relevant to skills development programmes | 30 |
| | Two years or more but less than three years relevant experience in provision of skills development programmes | Two (2) Appointment letters and reference letters relevant to skills development programmes | 20 |
| | Less than two years relevant experience in provision of skills development programmes | One (1) Appointment letter and reference letter relevant to skills development programmes | 10 |
| Management and CV's of key team members | Team profile with relevant competencies and track record on successful execution of similar projects Individual resources' CV attached, detailing relevant experience and NQF Level 6 Qualification. | <ul style="list-style-type: none"> • 5 years and above = 30 points • 3- 4 years = 20 points • 1 -2 years = 10 points The proposed team submitted in this RFP will be the team expected to deliver the required service, unless otherwise stated by the Emalahleni Local Municipality. | 30 |
| TOTAL | | | 100 |

SPECIFIC GOALS

| CATEGORY | VERIFICATION METHOD | Weighting |
|-----------------------|---|------------------|
| Women ownership ≥ 50% | ID copies of Directors, company registration, CSD report and shareholder certificates | 10 |
| Youth ownership ≥ 50% | ID copies of Directors, company registration, CSD report and shareholder certificates | 10 |
| TOTAL POINTS | | 20 |

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is **120** days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof registration of **Full Central Supplier Database**.
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- Fully Completed Tender Forms i.e., Form of Offer, all returnable **MBDs** –Part of the tender document. Return all returnable documents to the employer after completing them entirely by writing legibly in non – erasable ink.
- Only the original tender document will be accepted.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.



MR. M Lehlehla
Acting Municipal Manager