



INVITATION TO QUOTE: BEY SCM 234

PROVISION OF TRAINING: DISCIPLINARY CODE AND PROCEDURE

Quotations are hereby invited from registered service providers to provide training according to the attached specifications.

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked "**BEY SCM 234**", not later than 12h00 on Friday **09th of October 2020** and will be opened in public immediately thereafter.

Note:

Faxed, e-mailed or late quotations will not be accepted

1. The tender will be evaluated on 80/20 system.
2. Price must include vat (if registered for vat) and any delivery/disbursement cost.
3. All suppliers must be registered on the Central Supplier Database (CSD)
4. A current original tax clearance certificate of SARS is to be submitted.
5. A current certified Municipal (rates& services) clearance certificate to be submitted.
6. Attached declaration of interest to be completed.
7. PPPFA of 2017 will apply
8. A current certified BBBEE certificate must be submitted in order to claim preference points.
9. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
10. For further details contact the **Ms. C. Cona at 049 807 5704.**

DR. E.M. RANKWANA

MUNICIPAL MANAGER

BEY-SCM-234 SPECIFICATIONS

PROVISION OF TRAINING: DISCIPLINARY CODE AND PROCEDURE

Introduction

Dr Beyers Naudé Local Municipality wishes to appoint the services of an accredited training provider registered with the South African Qualifications Authority (SAQA). Training to be based on the following unit standards:

Unit Standard	Description	NQF Level	Credits
11286	Institute Disciplinary Action	5	8
10985	Conduct a disciplinary hearing	6	5

Requirements

Training Providers must be accredited by the South African Qualification Authority (SAQA) as having met the requirements for training being offered. Proof of accreditation certificate to conduct training for unit standards must be submitted.

Consideration will only be given to training providers appearing on the List of Training Providers, as approved by the South African Qualification Authority (SAQA), offering the training to meet the requirements of the two unit standards.

Service provider to provide a suitably qualified facilitator to present the programme in-house within the Dr Beyers Naudé Local municipality (Graaff-Reinet Area, Eastern Cape),

Municipality will provide a suitable venue, projector, flip chart etc. Excluding Catering.

Training to be provided over the course of three days. Dates and Timeframes will be agreed upon with the successful service provider.

Price to include all learning materials and disbursement costs of the facilitator. Provision must be made for 10-15 learners; and the possibility of additional delegates to be included in the program, if applicable.

PRICING SCHEDULE

NB!!! Tender price to include all disbursements, Issuing of Certificates, Study Material, General assistance and any other costs associated with the execution of the project.

Price must be per learner attending 1 x Unit Standard. Price to be fixed for the duration of the project, with no escalation.

BEY-SCM-234: PROVISION OF TRAINING: DISCIPLINARY CODE AND PROCEDURE

PRICE PER LEARNER PER UNIT STANDARD _____

VALUE ADDED TAX 15% _____

TOTAL PRICE _____

TOTAL TENDERED IN WORDS

NAME OF TENDERER: _____

SIGNATURE: _____

DATE: _____

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.6.1 If so, furnish particulars.

.....
.....

3.7 Have you been in the service of the state for the past twelve months?

YES / NO

3.7.1 If so, furnish particulars.

.....
.....

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

.....
.....
.....

3.8.1 If so, furnish particulars.

.....
.....
.....

.....
.....
.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

YES / NO

YES / NO

3.10 Are any of the company's directors, managers, YES / NO
shareholders or stakeholders in service of the state?

principal

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, YES / NO
managers, principal shareholders or stakeholders in service
of the state?

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)
.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE
FALSE.**

Signature

Date

.....

Position

.....

Name of Bidder