

**INVITATION TO QUOTE BEY SCM 384**

**PROVISION OF ACCREDITED SKILLS DEVELOPMENT PROVIDER (SDP) FOR AN ADULT EDUCATION TRAINING (AET) PROGRAMME FOR DR BEYERS NAUDE LOCAL MUNICIPAL EMPLOYEES.**

**Terms of Reference:**

The Dr Beyers Naudé local Municipality intends to appoint an accredited skills development provider to provide:

* Adult Education Training for Municipal employees.
* Training to be provided at our municipal facilities Graaff-Reinet (Dr Beyer Naudé Local Municipality)
* Municipality will supply venue only. (The service provider must provide all other necessary material)
* Must be registered with the relevant SETA.
* One year programme for Level 3 AET.
* **Quote must be per learner.** 
  + Cost of learning resources for learners,
  + Pre-assessment per learner,
  + All disbursements (Travel and Accommodation) to be including in final quoted amount.

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY SCM 384**", not later than 12h00 Friday on the **21st of April 2023** 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 Whereby 80 points will be allocated for price and a maximum of 20 points for specific goals.
2. To claim for specific goals prospective bidders MUST submit proof/required the required documents
3. CIPC company registration documentation to be provided
4. Price must include vat (if registered for vat) and delivery costs to Graaff-Reinet.
5. All suppliers must be registered on the Central Supplier Database (CSD)
6. A current original tax clearance certificate of SARS is to be submitted.
7. A current certified Municipal (rates& services) clearance certificate to be submitted.
8. Attached declaration of interest to be completed.
9. A current certified BBBEE certificate or sorn affidavit must be submitted in order to claim preference points.
10. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
11. For further details, please contact **Mrs. J Mostert @ 049 807 5700 or mostertj@bnlm.gov.za**
12. Allocation of specific goals

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **Specific goal categories** | **Max Points Allocation** | **Evaluation Indicators** |
| **1** | B-BBEE Status Level  Contributor | **10** | As for BBBEE points allocation please see MBD 6.1 |
| **2** | The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province. | **10** | 10 Points- Located within the boundaries of the Dr Beyers Naudé Local Municipality |
| 6 Points- Located within the boundaries of Sarah Baartman District Municipality |
| 4 Points- Located within the boundaries of the Eastern Cape |
| 1 Point- Outside of the boundaries of the Eastern Cape |

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.

1. 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.

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

3.1 Full Name of bidder or his or her representative:……………………………………………..

3.2 Identity Number: ………………………………………………………………………………….

3.3 Position occupied in the Company (director, trustee, hareholder²):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5Tax Reference Number:…………………………………………………………………………

3.6VAT Registration Number: ……………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity

numbers and state employee numbers must be indicated in paragraph 4 below.

3.8Are you presently in the service of the state? **YES / NO**

3.8.1If yes, furnish particulars. ….……………………………………………………………

……………………………………………………………………………………………..

**¹**MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

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);

a member of the accounting authority of any national or provincial public entity; or

an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9Have you been in the service of the state for the past twelve months? ………**YES / NO**

3.9.1If yes, furnish particulars.………………………...……………………………………..

……………………………………………………………………………………………. 3.10Do 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?………………………………… **YES / NO**

3.10.1If yes, furnish particulars.

………………………………………………………………………………

………………………………………………………………………………

3.11Are you, aware of any relationship (family, friend, other) between

any other bidder and any persons in the service of the state who

may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1If yes, furnish particulars

…………………………………………………………………………………

……………………………….……............................................................

3.12Are any of the company’s directors, trustees, managers,

principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

……………………………………………………………………………….

……………………………………………………………………………….

3.13 Are any spouse, child or parent of the company’s directors

trustees, managers, principle shareholders or stakeholders

in service of the state? **YES / NO**

3.13.1If yes, furnish particulars.

……………………………………………………………………………….

……………………………………………………………………………….

3.14 Do you or any of the directors, trustees, managers,

principle shareholders, or stakeholders of this company

have any interest in any other related companies or

business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

……………………………………………………………………………..

……………………………………………………………………………..

# 4. Full details of directors / trustees / members / shareholders.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Identity Number** | **State Employee Number** |
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**Signature Date**

…………………………………. ………………………………………

**Capacity Name of Bidder**