



DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Dear Sir / Madam

QUOTATION NO: RQ-012094

(Up to a transaction value of Above R30 000)

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule/Specification.

The quotation must be delivered not later than **15 AUGUST 2023 at 11h00** to the **Departmental Quotation Box at Head Office (Cnr Church and Bodenstein street Polokwane)** or Email to headofficescm@dtcs.limpopo.gov.za.

The following conditions will apply:

- Price(s) quoted must be valid for at ninety days (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT, if VAT registered.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of **80/20** preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms **SBD 4 and SBD 6.1** must be scrutinized, completed in full and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- Acceptance of the General conditions of contract can be found on the Provincial/Nation Treasury Website.
- Do not deviate from the specification (quote everything that is on the specification)
- Ensure that your calculations are all correct
- **Fill in your prices on the attached specification and attach letter head of company.**
- Fill in with a black pen

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Letsoalo Matome Isaiah (015 295 1161)

Signature

01/08/2023

Date



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

Confidential

**TERMS OF REFERENCE FOR ADVANCED PROJECT MANAGEMENT FOR
THE PUBLIC SERVICE.**

SUPPLIER/COMPANY NAME:

QUOTATION VALIDITY PERIOD: 90 days after closing date

PRINT SURNAME AND INITIALS:

SUPPLIER SIGNATURE:DATE:

**NB: PLEASE FILL IN YOUR PRICES ON THE ATTACHED SPECIFICATION AND
ATTACH THE LETTER HEAD OF YOUR COMPANY**

TERMS OF REFERENCE FOR ADVANCED PROJECT MANAGEMENT FOR THE PUBLIC SERVICE.

SAQA ID	Description	NQF Level	Credits	Number of Attendees	Unit Price	Total Price
242914	Apply the principles and theories of public sector project management.	6	12	15		
Sub Total						
15% VAT (if Vat Vendor)						
Grand Total						

1. SPECIFIC OUTCOMES

- Demonstrate an understanding of project processes, project scope management and project integration management in the context of public projects.
- Demonstrate an understanding of project time management and project cost management in the context of public projects.
- Demonstrate an understanding of project quality management and project human resources management in the context of public projects.
- Demonstrate and understanding of project communications management and project risk management in the context of public projects.
- Demonstrate an understanding of project supply management and project management competencies in the context of public projects.

2. SPECIFIC REQUIREMENTS FROM THE SERVICE PROVIDERS

The following specialized capacity needs to be provided by the service provider:

- Accreditation with the relevant SETA
- Qualifications and experience of Facilitators.

TERMS OF REFERENCE FOR ADVANCED PROJECT MANAGEMENT FOR THE PUBLIC SERVICE.

The appointed provider/s will be expected to do the following:

- Training
- Assessment
- Moderation
- Certification

3. DOCUMENTS TO BE SUBMITTED WITH THE BID.

- Company profile indicating project team with their certificates & CV's.
- Accreditation certificate of the required programme.
- Registration with relevant statutory body
- Proof of accreditation for Assessors and Moderators
- An indication of costs inclusive of VAT (if VAT vendor)
- Proof of central supplier database (CSD) number.

4. EVALUATION CRITERIA

Quotations will be evaluated in four stages

4.1 Stage 1: Functionality

All proposals received will be evaluated on functionality. The following criteria will be applicable, and the weight of each criterion is indicated as follows:

Item	Criterion	Weight	Scores
1	Accreditation of the Service Provider by SETA.	40	a. No accreditation = 0 b. Provisional accreditation = 1 c. Fully Accredited = 2
2.	Experience of prospective service provider. (Attach	20	a. No project = 0 b.1 – 3 similar projects = 1

TERMS OF REFERENCE FOR ADVANCED PROJECT MANAGEMENT FOR THE PUBLIC SERVICE.

	reference letters from serviced clients)		c. 4 or more similar projects = 2
3.	Qualifications of facilitators (Attach certified copies of qualifications)	20	a. Qualification at NQF level 6 and below = 0 b. Qualification at NQF level 7 = 1 c. Qualification at NQF level 8 and above = 2
4	Experience of the facilitator (attach CV)	20	a. No experience = 0 b. 1 similar project = 1 c. 2 similar projects = 2 d. 3 or more similar projects = 3
Total		100	

- A bidder that scores less than 65 points out of 100 in respect of "Functionality" will be regarded as submitting a non-responsive proposal and will be disqualified.

4.2 Stage 2: Compliance with the specification

4.3 Stage 3: Administrative compliance

NB: The following are regarded as non-compliance to administrative requirements:

- (a) Price amendments without signature
- (b) Usage of correction fluid
- (c) Completion of the bid document with a pencil or a blue pen
- (d) Non-completion and non-signing of the following essential standard bidding documents (SBD)/forms:
 - (i) SBD 4
 - (ii) SBD 6.1

The following documents must be submitted:

- (i) Original Bid Document
- (ii) SBD Forms

TERMS OF REFERENCE FOR ADVANCED PROJECT MANAGEMENT FOR THE PUBLIC SERVICE.

3.4 Stage 4: 80/20 Preference Point System

- Points for price = 80
- Preference points = 20 allocated as follows:

No	DESIGNATED GROUP	POINTS
1	Enterprises owned by black people	3
2	Enterprises owned by youth	5
3	Enterprises owned by women	5
4	Enterprises owned by persons with disability	3
5	Small, Medium and Micro Enterprises (SMMEs)	2
6	Enterprises located in rural areas or underdeveloped areas	2

NB:

- The contract will be awarded to the bidder scoring the highest points.
- The Department is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The Department also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.


Mr. Rasefate S S

Deputy Director: HRD and PMDS

Date: 27/06/2023


Approved / Not-Approved


Ms. Mutwanamba T

Director: Supply Chain Management

Date: 2023/07/07