Guidelines on Specification for Procuring Services

Project Name:	SERVICE PROVIDER FOR QUALIFICATION OF: CERTIFICATE: MUNICIPAL FINANCE MANAGEMENT PROGRAMME FOR MOQHAKA LOCAL MUNICIPALITY (MFMP) - SAQA ID: 48965 FOR A PERIOD OF THREE YEARS, AS AND WHEN REQUIRED

Guideline for Terms of reference

Moqhaka Local Municipality hereby invites accredited and reputable service providers to submit proposals for training of municipal officials on **Certificate: Municipal Finance Management (MFMP): Qualification: 48965 NQF Level 6 with 166 credits** for a period of 3 years

A. Background

Moqhaka Local Municipality invites accredited and reputable service providers to submit proposals for training of its officials on Certificate: Municipal Finance Management Programme (MFMP): Qualification 48965 NQF Level 6 with 166 credits

B. Scope of Work / Terms of Reference

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA).

C. Panel / Service Provider

The municipality will appoint one (1) service provider who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

D. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels/service provider will be done as and when their services are utilised.

E. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.
80/20 **A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. These goals are:** **(a) the promotion of SMMEs located in the local area: 15 Points** **(b) the promotion of enterprises owned youth**: 5 points

F. Duration of the Contract

State how long the contract will take
3 Years

G. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE ''A''
Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline
Only those tenderers who score a minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	*Weight*	*Points allocated*	*Documents to be submitted as proof to score points*
Experience and Track Record in similar project 0 Similar Projects 1 Similar Projects 2 Similar Projects 3 Similar Projects 4 Similar Projects 5 or More Similar Projects	*0* *1* *2* *3* *4* *5*	*30*	*Provide appointment and completion letters of similar projects (Municipal Finance Management Programme) completed with contact details for references that can be contacted by the Municipality to confirm that project was done.*
Accredited with Local Government Sector Education Training Authority (LGSETA) for the MFMP Programme. No Yes	*0* *5*	*20*	*Provide LGSETA accreditation certificates that are up to date/not expired.*
Registered on the National Treasury's database of accredited providers. No Yes	*0* *5*	*10*	*Provide prove of registration on the National Treasury's database of accredited providers.*
Experienced Assessors: 0 Similar Projects 1 Similar Projects 2 Similar Projects 3 Similar Projects 4 Similar Projects 5 or More Similar Projects	0 1 2 3 4 5	10	Provide assessors' registration certificates and CV's.
Experienced Moderators 0 Similar Projects 1 Similar Projects 2 Similar Projects 3 Similar Projects 4 Similar Projects 5 or More Similar Projects	0 1 2 3 4 5	10	Provide moderators' registration certificates and CV's.

Facilitate all 28 modules of the qualification Less than 28 All 28	 0 5	 10	Provide list of unit standards as approved by LGSETA (On LGSETA Letter Head addressed to the service Provider)
MFMP Training manuals (On electronic format/USB) Poor Fair Good	 1 3 5	 10	Provide the municipality with the training manuals of the programme on an electronic format (USB).
TOTAL MAX. POINTS		**100**	