



## TENDER NOTICE

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

BID NO	DESCRIPTION	ADVERTISED DATE	CLOSING DATE
ELM/5/04/2024T	APPOINTMENT OF ACCREDITED SERVICES PROVIDER TO TRAIN MUNICIPAL OFFICIALS AND COUNCILLORS ON CERTIFICATE IN MUNICIPAL FINANCE MANAGEMENT	MONDAY,08 APRIL 2024	WEDNESDAY,24 APRIL 2024 @ 12H00

Bid documents will be available from the **Tuesday, 09 April 2024** on the Emalahleni Local Municipality Municipal Website: [www.emalahlenilm.gov.za](http://www.emalahlenilm.gov.za) and **E-TENDER PORTAL**.

Project enquiries shall be directed to **Mr. M Matoti 073 642 3279 /[matotim@emalahlenilm.gov.za](mailto: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](mailto: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**

**CRITERIA FOR EVALUATING FUNCTIONALITY**

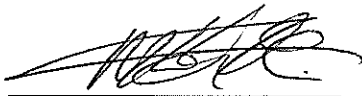
Item	Requirement	Score
<b>Capacity and Expertise</b>	<b>Project Team Leader with the following areas of expertise</b>	<b>40</b>
	Certificate of Competency in the following: Facilitator (10 points) Moderator (10 points) Assessor (10 points) Affiliation – Accreditation with Services SETA (10 points)  NB: Attached CV and Certified copies not older than 3 Months for all qualifications	
<b>Experience</b>	Bidders must submit three appointment letters or purchase orders with reference letters for completion of Certificate in Municipal Financial Management in Municipalities or Government entities. (Points allocation:15 points per project)	<b>45</b>
<b>Methodology</b>	Bidders must submit detailed methodology indicating Timeframes, Delivery Method, Duration of Project and Milestones (Project Milestone)	<b>15</b>
<b>Minimum functionality Threshold required</b>		<b>70</b>
<b>Total Points</b>		<b>100</b>

**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
<b>TOTAL POINTS</b>		<b>20</b>

**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**