



PROVISION OF TRAINING AGENT SERVICES FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS: BID NO: JGDM2022/23 – 024.

Joe Gqabi District Municipality invites reputable, suitably qualified and experienced service providers to submit bids for the “**PROVISION OF TRAINING AGENT SERVICES FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**”.

Bid documents will be available from the www.etenders.gov.za and the Joe Gqabi District Municipality website www.jqdm.gov.za. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices from **FRIDAY, 28 JULY 2023** upon payment of a **non-refundable** fee of R100 (One hundred rand) for each document (either in cash or direct bank deposit to ABSA, 2380000019) made payable to the Joe Gqabi District Municipality. Payments must be made at the Cashier's Office, which is situated at the ground floor, **Cnr of Graham and Cole Streets, Barkly East** between the hours of **08h00** and **15h00** prior to the collection of the bid documents.

A compulsory briefing session will be held at the Committee Room of the Joe Gqabi District Municipality, C/O Graham and Cole Street, Barkly East - **MONDAY, 07 August 2023 at 11H00am**.

Completed bid documents must be placed in a sealed envelope clearly marked “**PROVISION OF TRAINING AGENT SERVICES FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS – JGDM 2022/23 – 024**”. These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than **12h00 pm on FRIDAY, 01/09/2023**.

EVALUATION CRITERIA

Bids shall be evaluated based on the 80/20 points system within the ambit of the Preference Procurement Policy Framework Act No.5 of 2000 and Preferential Procurement Regulations 2022. Preference points shall be calculated after prices have been brought to a comparative basis taking into account unconditional discounts. Points scored will be rounded off to the nearest 2 decimal places. Points obtained for price shall be added to preference points claimed to determine the final score.

Stage 1: Functionality:

CRITERIA	EVIDENCE	POINTS ALLOCATION		
		CRITERIA	MAXIMUM POINTS	MINIMUM POINTS
Experience of a company Evidence of completed projects on Training	CAPACITY ASSESSMENT Attach copies of any of the following: a. Orders <u>or</u> b. Appointment Letters <u>or</u> c. Contract AND 2. PERFORMANCE ASSESSMENT Corresponding Reference form (attached in the tender document) from previous clients for each Order, Appointment letter or Contract.	5 points per completed project up to a maximum of 4 projects.	20	10
Experience of managing training and facilitating.	Provide CV of the Project Manager.	>5	15	15
		3 to 5 years	10	
		< 3 years	0	
Qualifications of the Project Leader : Training & Development, Management of Training, ODETDP or HRD	Provide certified copy (ies) of qualifications not older than three (3) months.	Degree/diploma in Training & Development, Management of Training, ODETDP or HRD field (NQF Level 6 and above)	10	10
		Certificate Level NQF Level 5	5	
		No qualification	0	
Detailed explanation of methodology, resources to be deployed and process to be adopted to fulfill the assignment.	Proposal must cover the following aspect of the scope of work. - Preparation and management of the training as required by the municipality - Monitoring and evaluation of learning; development & capacity building programmes; - Reporting of progress on learning and - Management of assessment; moderation and verification where necessary; and - Ensuring that JGDM re-	Scoring	Points	20
		Comprehensive	20	
		Good	15	
		Comments		15
				Proposal covers and meets all requirements in terms of the scope of service, outputs and other requirements in the terms of reference OF JGDM. Proposal cover all TOR but not much de-

	ceives SORs and Certificates			tailed.		
		Poor	0	Proposal does not comply with TOR and scope.		
Financial Viability: Confirmation of latest financial standing (bank rating) from the Bidder's financial institution. Bank letter must not be older than three (3) Months						
Financial Viability		Grading	Points		10	6
Attach Company banking rating letter for Professional service provider		A	10			
		B	8			
		C	6			
		D	4			
		E	0			
TOTAL					75	46

- **Bidders must obtain minimum of 46 out 75 points to qualify for the evaluation of price and preference points.**
- **Bidders must obtain minimum required points for each sub-criterion.**

Price and Specific goals

Price :80
Specific Goals:20

Maximum points of 20 points will be awarded to tender for specific goals for the tenderer. Points scored on specific goals will be added to the points scored for price. To claim points for Specific goals, a copy of Identity documents of Directors, Central Supplier database form(CSD) and Company Registration Documents must be attached for HDI and proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) must be attached for locality.

It must be expressly understood that the Municipality disclaims any responsibility for seeing that Tenders sent by post or delivered in any other way, are lodged in the Tender Box. It is accordingly preferable for the Tenderer to personally ensure that the Tender is placed in the Tender Box by the Tenderer's own staff, or where appropriate, a courier appointed by the Tenderer.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. **JGDM shall not do business with any person in the service of the state.**
2. **Bidders must be registered on National Treasury's Central Supplier Database (CSD).**
3. The Joe Gqabi District Municipality Supply Chain Management Policy will apply.
4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.

5. The Joe Gqabi District Municipality serve the right to appoint more than one service provider.
6. **Bids** which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
7. All **pages** must be signed where necessary.
8. **The** completed and signed bid document must be submitted as original.
9. **Additional** annexure(s) is/are accepted only if cross referencing has been done and the page signed
10. **Bids** submitted are to hold good for a period of 90 days.
11. **Maximum** points of 20 points will be awarded to tender for specific goals for the tenderer. Points scored on specific goals will be added to the points scored for price.
12. **SARS** pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust/Joint Venture/Consortium should submit a separate Tax Clearance Certificate
13. **Bid** documents must remain intact
14. **Recommended** bidder will be required to submit proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY** before the award of tender.
15. **Bidders** must quote on all items.
16. **Use** of Tippex AND erasable ink will render the bid non- responsive.
17. **Declaration** pages must be fully completed and signed.
18. Joint Ventures/consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
19. **Failure** to complete ALL the supplementary information may result in the bid being deemed non-responsive.

The **Council** reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion.

Please **refer** all enquiries to the Acquisition Co-ordinator: SCM - Ms K. Seboko in writing at keitu@jgdm.gov.za during office hours (08h00-16h00) Monday to Friday.



MR M.P. NONJOLA
MUNICIPAL MANAGER