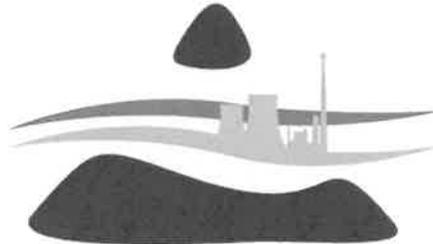


**FEZILE DABI  
DISTRICT MUNICIPALITY**



**BID DOCUMENT**

**NOTICE NO: 031/2023-24**

**RE ADVERT : PROCUREMENT OF A TRAINING PROVIDER FOR LAW ETHICS  
COURSE FOR ELEVEN ENVIROMENTAL HEALTH PRACTIONERS**

**CLOSING DATE 24 JANUARY 2024 @ 12:00PM**

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PREPARED FOR/BY:

FEZILE DABI DISTRICT MUNICIPALITY  
P.O.BOX 10  
SASOLBURG  
1947

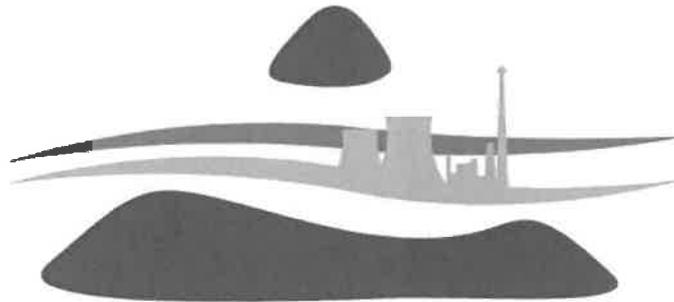
TEL: (016) 970 8600  
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT  
(016) 970 8600 OR

---

BIDDER: \_\_\_\_\_

BID AMOUNT (VAT INCL.): \_\_\_\_\_



## **FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NUMBER: FDDM 033/2023-24**

Date: 18 January 2024

Dear: Service provider

### **Request for Formal Written Quotation**

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

### **RE ADVERT : PROCUREMENT OF A TRAINING PROVIDER FOR LAW ETHICS COURSE FOR ELEVEN ENVIROMENTAL HEALTH PRACTITIONERS**

#### **SPECIFICATION**

**KINDLY REFER TO THE SPECIFICATION ATTACHED**

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 24 January 2024 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**

- For all transaction tax Clearance certificate must be attached.
- The service provider MUST complete the following MBDs form (4, 6.1 and 8) failure to complete those forms will led to disqualification.
- Copy of company registration reflecting equity owned by the members and status.
- ALL service providers are requested to submit a Valid BBBEE VERIFICATION CERTIFICATE together with quotation to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022.
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) summary report must be attached to the tender/bid document.

**POINTS ALLOCATION FOR 80/20 PRINCIPLE:**

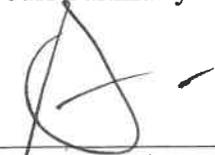
- ❖ PRICE 80
- ❖ Specific Goals 20

<b>Special Goals</b>	<b>Points Allocation</b>
Black owned (more than 51%)	10
Women owned (more than 51%)	5
Youth owned (more than 51%)	5

Failure to comply with these conditions may invalidate your offer.

**NB:** Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy, **bidders are welcome to request the bid document from SCM unit to be email for free.**

Yours Faithfully




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Mr G.A Mgcina  
CHIEF FINANCE OFFICER

DEPARTMENT OF CSS

**Date** :09 November 2023

**Department** :CSS

**Requested sheet no.** :7215

**Complied By** :Maduna Manini

**REQUEST FOR A TRAINING PROVIDER**

**1. INVITATION**

Fezile Dabi District Municipality (FDDM) seeks to appoint a suitably qualified, highly experienced, Training provider for Law ethics course for eleven Environmental Health Practitioners

**2. Specification**

- Training provider must be willing to use facilities of Fezile Dabi District Municipality
- Training provider must supply the trainees with studying material
- Training provider should provide catering
- At the end of the training the service provider should have delivered 30 CPD points certificate as per Health Profession Act 56 of 1947
- Duration should be a maximum of five days



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Maduna Manini

## FUNCTIONALITY

<b>1. Administrative Requirement</b>	<b>40</b>
<b>2. Capability report</b>	<b>50</b>
<b>3. Experience</b>	<b>10</b>
<b>Total</b>	<b>100</b>

### **1. Administrative requirements : 40 points**

Amongst others this procurement will be evaluated against requirement as set out in the list of returnable

#### **List of returnable documents that should form part of bid documents**

1. Copy of company Registration Certificate
2. Rates and taxes or lease agreement with landlord municipality rates and taxes
3. Valid Tax Clearance Certificate
4. CSD summary report
5. ID Copy /copies of Director /s of the company

**Failure to submit any of above list of returnable will invalidate your bid**

**2. Capability Report**

For further evaluation companies must obtain 50% of Capability Report

1. Training provider must be accredited, registered with the health professional council of South Africa (HPCSA) with Central Professional Development (CPD) points of CEU	30
2. Registration with Health Professional Council as Independent practitioner	20
<b>Total</b>	50

**3. Experience**

1. The training provider should have at least three contactable reference letter	10
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Bidders without experience will be disqualified



T Mphuthi  
Finance intern