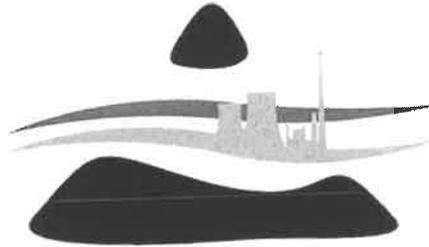


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

BID NO: SCM/BID: 002/2024-25

**PROCUREMENT FOR PANEL OF 10 PROFESSIONAL SERVICE PROVIDERS TO ASSIST
FEZILE DABI DISTRICT MUNICIPALITY WITH SKILL/TRAINING AND DEVELOPMENT FOR
PERIOD OF 36 MONTHS**

CLOSING DATE 03 OCTOBER 2024 @ 12:00PM

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.): _____

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E-mail: admin@centralnews.co.za | Whatsapp/Call +27 (81) 495-5487

Tax Reference: 9403018204 Company Reg No:2020/567141/07 CSD Number: MAAA0946708

Bongani Tshabalala
Central News
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12 September 2024

To: Fezile Dabi District Municipality



REQUEST FOR PROPOSALS/Written QUOTATIONS

Fezile Dabi District Municipality hereby invites services providers to submit proposal/bids for the below mention project.

Bid Number	Bid Description	Points System	Functionality	Document Price	Closing date	Contact Person
002/2024-25	Advert: Procurement for panel of 10 professional service providers to assist Fezile Dabi District Municipality with skill/training and development for period of 36 months.	80/20 Preferential points system and functionality	-Experience and Track Records in similar Project: 30 points. -Accreditation: 20 points. -Experienced assessors: 10 points. -Experienced moderators: 10 points -Number of training Interventions: 20 points. -Number of short courses: 10 NB: Companies should obtain at least 60 points to be considered.	R250.00 (Cash or direct deposit with a proof of deposit). Alternatively, @www.etender.gov.za	Thursday, 03 October 2024 at 12:00pm Fezile Dabi District Municipality Main Building Sasolburg	SCM Unit (016) 970 8600/Mrs Dina Tsoku 071 365 4795
004/2024-25	Advert: Procurement of a service provider for microbiological, chemical and physical analyses of food and water for a period of 36 months.	80/20 Preferential points system and functionality	Legal requirement: 45 points. Experience:20 Capacity:20 Proximity:15 NB: Companies should obtain at least 80% for further evaluated.	R250.00 (Cash or Direct deposit with a proof of deposit.) Alternatively, @www.etender.gov.za	Thursday, 03 October 2024 at 12:00pm Fezile Dabi District Municipality Main Building Sasolburg	SCM Unit (016) 970 8600/Mrs Doreen Khoza 082 776 0543

Requirements: - Valid company tax clearance certificate be attached. Certified ID copy. - Certified copy of the company registration certificate. - Copy of CSD registration report. - Municipal rates and taxes statement or your landlord stamp or lease agreement with landlord municipality rates and taxes or affidavit with landlord municipality rates and taxes. - All compulsory/supplementary forms contained in the bid documents must be completed and signed, (MBD 1,4, 6, 8 &9 amongst others).
 Please note: - No briefing session.- Sealed bid should clearly indicate the bid in which you bid for.-Bid document will be obtainable as from Friday, 13 September 2024, from Supply Chain Management Unit, Fezile Dabi District Municipality offices in Sasolburg.-No bids will be accepted from persons in the service of the state. No telegraphic, telefax and late bids will be accepted.-Municipality is not bound to accept the lowest bid.- Failure to comply with the above mentioned conditions may invalidate your bid.- Bids will remain valid for 90 days. - All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022.

Mr S Thomas
 Municipal Manager

BID NO: 002/2024-25

PROCUREMENT FOR PANEL OF PROFESSIONAL SERVICE PROVIDERS TO ASSIST FEZILE DABI DISTRICT MUNICIPALITY WITH SKILL/TRAINING AND DEVELOPMENT

INTRODUCTION

1. Bidders must ensure that they are fully aware of all the conditions contained in this bid document.
2. Bidders would be evaluated only on functionality.
3. Only bidders who obtain 60 points on functionality shall be considered.
4. It should be noted that MBD 6.1 on specific goals is for information purpose at this stage it will only be utilized when sourcing quotations from the appointed panel.
5. Fezile Dabi District Municipality reserve a right to negotiate the price within the panel appointed.
6. Fezile Dabi District Municipality reserve a right to source quotations outside the panel appointed if they unable to provide the service required.
7. Appointed bidders shall perform the work using their own employees and resources
8. It is expected that the appointed bidders will provide all the necessary set of work materials like,
 - a. Learning materials
 - b. Catering services
 - c. Projector
 - d. Laptop
 - e. Venue and others

ACCEPTANCE OF BID

Fezile Dabi District Municipality is under no obligation to accept any bid.

AWARD

1. Bidders who obtain 60 points will be accepted on the panel, up to maximum of Ten or less service providers.
2. Accepted/awarded bidders to the panel will be further evaluated on pricing and MBD 6.1 (SPECIFIC GOALS) when submitting quotations.
3. Acceptance into the panel does not guarantee you that work will be allocated to you

Director/Principal

Name:

Signature



GUIDELINES ON SPECIFICATION FOR PROCURING PROFESSIONAL SERVICES – PANEL OF SERVICE PROVIDERS FOR SKILLS/TRAINING AND DEVELOPMENT FOR A PERIOD OF THREE (03) YEARS.

Terms of reference

This tender is for the appointment of a panel of Service Providers for Training and Development for Fezile Dabi District Municipality for a period of 3 years, as and when required.

A. Background

Fezile Dabi District Municipality has a mandate to adhere to all relevant legislation applicable to National and Local Government such as the Skills Development Act (1998) Skills Development Levies Act (1998), Employment Equity Act (1999), Municipal Finance Management Act (2003) and National Treasury Regulations relating to MFMA among others. The Skills Development Act (1999) regulates a compulsory Levy Scheme to fund education and training in businesses within various sectors in South Africa. The Skills Development Act, Act 97 of 1998, requires that employers should submit their WSP, ATR and PIVOTAL on or before 30 April each year. In compliance with the Skills Development Act, Act 97 of 1998, training interventions were planned on the WSP 2024/2025 financial year, so that employees are given relevant skills that will assist in improving their performance at the workplace. It aims to expand the knowledge and competencies of the labour force and in so doing increase the supply of skilled labour in the country, by providing for greater productivity and employability. Based on the skills needs of the municipality and its Local's a Workplace Skills Plan (WSP) serves to put in place the training requirements of the business and the amount of funding needed in terms of the upcoming year. The Workplace Skills Plan (WSP) is based on the skills needed in an organisation and takes into account **current** as well as its **future** needs.

B. Scope of Work & Requirements

Provision of both internal and external Skills/Training and Development programmes to ALL municipal employees, Councilors, unemployed community members and employees at local municipality's within the District as and when required for a period of three years, appointment of a Training Provider does not guarantee any job to the provider.

Requirements:

- The provider must have experience and track record in similar projects
- The provider must be accredited with Local Government Sector Education Training Authority (LGSETA) and/or any relevant SETA for the listed/required training Programmes
- The provider must have qualified and experienced facilitators; attach certified copies their qualifications and curriculum vitae's
- The provider must have qualified assessors and moderators and attach their certified copies of certificates
- The provider must be able to facilitate interventions such as Apprenticeships, Learnerships, Recognition Prior Learning, Skills Programmes towards qualification, AET, Basic Computer training and Short Courses.
- The provider will be required to provide training manuals before the implementation of the training to the municipality
- Unit Standards will be discussed with the municipality during the time of implementation of a learnership, apprenticeship and skills programme

C. PANEL

The municipality will appoint up to maximum of Ten or less service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Fezile Dabi District Municipality.

D. SOURCING OF QUOTATIONS

Quotations will be requested only from the service providers appointed on the panel during the contract period.

Training Providers must adhere to the SETA's discretionary grants tariffs as determined from time to time for Learnerships, Skills Programmes, AET, Apprenticeships and Recognition Prior Learning

E. 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 will be done as and when their services are utilised.

THE BIDDERS MUST BE ABLE TO PROVIDE AND FACILITATE THE TRAINING INTERVENTIONS LISTED BELOW:

LEARNING INTERVENTIONS

18.1 Category of learners (Permanently employed)

Type of learning Intervention	Qualification/Trade Title	SAQA/ Trade ID	NQF Level	No. of learners
Skills Programme towards Qualification	Certificate Executive Secretarial	36085	5	5
Skills Programme towards Qualification	Management and Leadership	113611	5	26
Skills Programme towards Qualification	Advance Certificate in Municipal Governance	83246	6	4
Skills Programme towards Qualification	Advance Certificate in Monitoring & Evaluation	91831	6	3
Skills Programme towards Qualification	National Certificate: Occupationally Directed Education, Training and Development Practices	50331	6	1
Skills Programme towards Qualification	Advance Certificate in Labour Law	102427	6	1
Skills Programme towards Qualification	Certificate in Local Government	23616	5	2
Skills Programme towards Qualification	Higher Certificate in Computer Administration	118441	5	15
Skills Programme towards Qualification	Further Education Training in Municipal Finance & Administration	50372	5	15
Recognition Prior Learning	National Certificate: Plumbing: FET Phase	22309	2	6
Skills Programme towards Qualification	National Certificate in Generic Management: Disaster Risk Management	60274	5	10
Skills Programme towards Qualification	Occupational Certificate in Supply Chain Management	110942	5	8
Skills Programme towards Qualification	Advance Certificate in Project Management	83546	6	12
Skills Programme towards Qualification	Municipal Planning Course	50205	5	11
Skills Programme towards Qualification	Strategic Management Course	113611	5	25
Skills Programme towards Qualification	Occupational Certificate Office Supervisor	118740	5	20

Skills Programme towards Qualification	Higher Certificate Tourism Management	118318	5	8
Skills Programme towards Qualification	National Certificate Local Economic Development	36438	5	10
Skills Programme towards Qualification	Further Education and Training Certificate: Environmental Practice	50309	5	25
Skills Programme towards Qualification	National Certificate: Local Government Councillor Practices	58578	3	41
Skills Programme towards Qualification	National Certificate: Emergency Services Supervision: Fire and Rescue Operations	64390	6	14
Skills Programme towards Qualification	Advanced Certificate in Local Governance and Management (Leadership and Ethics)	102037	6	41
Skills Programme towards Qualification	National Diploma: Security Management	72636	6	4
Skills Programme towards Qualification	Diploma: Office Administration	58391	6	6
Skills Programme towards Qualification	Further Education and Training Certificate: Information Technology Systems	78965	5	5

SHORT COURSES:

Name of Course	Number of Learners
1. Protection of Personal Information Act (POPIA)	30
2. Assets Management	8
3. Customer Care	20
4. Legislative Framework for Local Government	40
5. Communication Skills	20
6. Risk Quality Management	10
7. First Aid and Advance First Aid	30
8. Fire Arm training	6
9. Health & Safety Representatives	10
10. Pay-Day software modules	9
11. Telephone Etiquette	10
12. Emotional Intelligence	15
13. Law Enforcement & By-laws	10
14. Law & Ethics	15
15. Conflict Management	15
16. Media Relations and Stake Holder engagement	25
17. Municipal Legislation and Policy	15

18. Advanced Excel	8
19. Time Management	30
20. Basic Computer course	10
21. Presentation Skills	20
22. Finance for Non-Financial Managers	12
23. Report writing and minutes taking	15
24. Municipal HR Management	10
25. Health & Hygiene training	15
26. Disciplinary Hearing Procedures	15
27. Managing Absenteeism in the workplace	20
28. Change Management	2
29. Law of Evidence	14
30. Emergency Rescue Operations	4
31. Auditing & Ethics	3
32. Payroll Analysis Management	3
33. Archives and Records Management	20

OTHER

1. Adult Education and Training (AET): (15 Learners)
AET Levels 1, 2, 3 and 4
2. Grade 10; 11 & 12: (15 Learners)
3. RPL – Plumbing, Paving and Basic Electricity (15 Learners)
4. Basic Computer Training (10 Learners)
E-Learning Modules
 - IT Basics
 - Files & Folders
 - Word Processing
 - Spreadsheets
 - Presentations
 - Web browsing & E-mail

18.2/UNEMPLOYED CATEGORY OF LEARNERS

Type of learning Intervention	Qualification/Trade Title	SAQA/Trade ID	NQF Level	No. of learners	Jurisdiction/Area
Apprenticeship	Vehicle Mechanic – ATBLA (Local Authority)	61271	5	20 (5 per Mun)	Ngwathe LM Mafube LM Moghaka LM Metsimaholo LM
Apprenticeship	Electrician - ESKOM	60991	5	20 (5 per Mun)	Ngwathe LM Mafube LM Moghaka LM Metsimaholo LM
Apprenticeship	Welder	96250	4	15 learners	Mafube LM
Learnership	National Certificate Construction: Roadworks	24173	3	100 (20 per Mun)	Ngwathe LM Mafube LM Moghaka LM Metsimaholo LM
Learnership	National Diploma in Municipal Finance Management & Administration	49559	5	60 (15 per Mun)	Ngwathe LM Mafube LM Moghaka LM Metsimaholo LM
Learnership	National Certificate in Wastewater Treatment Process Control Supervision	61709	4	80 (20 per Mun)	Ngwathe LM Mafube LM Moghaka LM Metsimaholo LM
Learnership	National Certificate in Local Economic Development	36436	4	35 (10 per LM)	Fezile Dabi District Mun Ngwathe LM Mafube LM Moghaka LM
Learnership	Further Education Training Certificate in Environmental Practices	50309	4	50 (10 per Mun)	Fezile Dabi District Mun Ngwathe LM Mafube LM Moghaka LM Metsimaholo LM
Learnership	Plumber	96242	5	15 Learners	Mafube LM
Learnership	FETC: Road Traffic Law Enforcement	62289	4	15 Learners	Mafube LM

F. Functional or Technical Evaluation Criteria

Only those tenderers who score the minimum of 60 points in respect of the following criteria are eligible to be considered.

Criteria	Weight	Points allocated	Documents to be submitted as proof to score points
Experience and Track Record in similar project Less or equal to 1 year Greater than 1 year but less than or equal to 2 years Greater than 2 years but less than or equal to 3 years Greater than 3 years but less than or equal to 4 years Greater than 4 years =	5 10 17 20 30	30	Provide appointment and completion letters of similar projects (selected training interventions) with contact details of Organisations where training was provided.
Accredited with Local Government Sector Education Training Authority (LGSETA) and/or the relevant SETA for the selected training Programmes. Not accredited & Expired Accreditation SETA relevant to training intervention selected/ Accreditation on LGSETA Qualifications/Intervention LGSETA and other SETA's accreditation:	0 15 20	20	Provide accreditation certificates, unit standards of LGSETA and/or other SETA's where the bidder is accredited.
Experienced assessors Less or equal to 1 year Greater than 1 year but less than or equal to 2 years Greater than 2 years but less than or equal to 3 years Greater than 3 years but less than or equal to 4 years Greater than 4 years =	1 3 4 5 10	10	Provide assessors' registration certificates and CV's with contactable references.
Experienced moderators Less or equal to 1 year Greater than 1 year but less than or equal to 2 years Greater than 2 years but less than or equal to 3 years Greater than 3 years but less than or equal to 4 years Greater than 4 years =	1 3 4 5 10	10	Provide moderators' registration certificates and CV's with contactable references.

<p>Number of training interventions accredited by LGSETA and/or relevant SETA to facilitate as listed (apprenticeships, Learnerships, recognition prior learning, Skills programmes towards qualification, AET, Basic Computer training), (according to the list on the tender document)</p> <p>Non accredited interventions 0-1 accredited interventions 2-6 accredited interventions 7-11 accredited interventions 12-16 accredited interventions 17-21 accredited interventions</p>	<p>0 3 8 11 14 20</p>	<p>20</p>	<p>Provide a list of accredited training interventions by LGSETA or other relevant SETA's that can be provided or facilitated by the bidder.</p>
<p>Number of Short courses that the training provider can facilitate as per the list on the tender.</p> <p>1-10 11-20 21-30</p>	<p>3 5 10</p>	<p>10</p>	<p>Provide a list of short courses you are able to facilitate.</p>
<p>TOTAL MAX. POINTS</p>		<p>100</p>	

Bidder must obtain a minimum of 60 points on functionality to be considered.