

REQUEST FOR QUOTATION FORM

	ALL PROSPECTIVE SERVICE PROVIDERS	
To:	MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP) TRAINING FOR THE HANTAM MUNICIPALITY	
Requestor:	Hantam Municipality	
QUOTATION NO.	SCM: 9/2017	
Quotation to be Delivered by:	14 December 2017	

SPECIFICATION OF ORDER

Skills Development Act No. 97 of 1998 places emphasis on employers to radically change the landscape of training by continually upskilling, reskilling and develop a highly competitive workforce. In order to achieve this, the Act has designed certain mechanisms to ensure that this objective is achieved.

In order to give effect to the above, Hantam Municipality invites quotations from SAQA accredited service providers to provide training on the MFMP, that is, accredited and Unit Standard aligned at NQF Level 6 for delegate covering the following unit standards:

Financial and Supply Chain Management	Required Minimum Competency Level
Competency Areas:	In Unit Standards
Strategic leadership and management	116358, 116361
Strategic financial management	116361, 116342, 116362
Operational financial management	116345, 119352, 119341, 119331, 116364
Governance, ethics and values in financial management	116343
Financial and performance reporting	116363, 119350, 119348, 116341
Risk and change management	116339
Project management	119343
Legislation, policy and implementation	119334
Stakeholder relations	116348
Supply Chain Management	116353
Audit and assurance	116351

MINIMUM TRAINING REQUIREMENTS

Please note that prospective service providers are to submit proof of their SAQA ACCREDITATION FOR THE PROVISION OF THIS TRAINING PROGRAMME. The courses provided must be fully compliant, recognized and certified by the relevant statutory training institutions.

Suitable qualified prospective service providers will need to:

- Develop an implementation plan to enable the officials to be competent in the required unit standard/s
- The plan must include references of courses offered
- Conduct training and assessment of all other officials against the required Unit Standards
- Provided quarterly reports on progress made on the project.

PRICING

Providers should submit their prices including all costs relating to the assessment, administration and uploading of learner result with LGSETA and Certification. This would include items such as accommodation, travel & subsistence and the overall assessment of the learner's experience, qualifications and compliance with the National Treasury Competency Regulations as well as monthly and ad hoc reporting as required etc.

Prospective service providers should submit their all-inclusive pricing, valid for a period of 12 months and must include:

- Individual course fee per candidate

EVALUATION

The quotation will be evaluated in terms of 80/20 preference points system as well as functionality. Functionality will be assessed as follows:

General

- All prices shall be inclusive of Value Added Tax (VAT).
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid.
- The municipality reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.
- Quotations to be valid for 7 days from closing date
- The training venue must be located in either Calvinia or Upington.
- The following documents must be attached to the application MBD4, MBD8 and MBD9.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

It should be noted that failing to attach the B-BBEE Status Level Certificate will result in the 20 preference points not being awarded.
Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTE NO: 9/2017 (Municipal Finance Management Programme (MFMP) TRAINING FOR THE HANTAM MUNICIPALITY, which must be placed in the quotation box, ground floor, 20 Hope Street, Calvinia 8190, before 12pm on 14 December 2017.

For further enquiries related to the Request for Quotations, please contact the Mr Jan De Wee on (027) 341 8513 / E-mail: scm@hantam.gov.za

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a separate Declaration of Interest form (downloadable from the Hantam Municipality website; www.hantam.gov.za). Information on the CSD is available on the CSD website: www.csd.gov.za. Should you have any enquiries please contact the Supply Chain Management Unit; Jan De Wee (027) 341 8513.

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