



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

Setel / Centre	Munisipale kantore / Municipal Offices		
Calvinia Privaatsak X14	Brandvlei Posbus 12	Loeriesfontein Privaatsak X01	Nieuwoudtville Posbus 52
Calvinia 8190 (027) 341-8500	Brandvlei 8915 (054) 603-8400	Loeriesfontein 8185 (027) 662-8600	Nieuwoudtville 8180 (027) 218-8700
(027) 341-8501	(054) 603-8401	(027) 662-8601	(027) 218-8701
info@hantam.gov.za			

FORMAL TENDER: NC065/ T02/2021

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ACCREDITED TRAINING IN INCIDENT MANAGEMENT WITH SAQA ID 49398, FOR A MAXIMUM OF 20 DELEGATES (HANTAM MUNICIPALITY).

CLOSING DATE: 26 FEBRUARY 2021

CLOSING TIME: 12H00

Hantam Municipality hereby invites Prospective suppliers to tender for the following:
Appointment of a Service Provider to Provide Accredited Training in Incident Management for a Maximum of 20 Delegates (Hantam Municipality).

Formal tender sealed and clearly marked "NC065/T02/2021 – APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ACCREDITED TRAINING IN INCIDENT MANAGEMENT WITH SAQA ID 49398, FOR A MAXIMUM OF 20 DELEGATES (HANTAM MUNICIPALITY)" must be placed in the Municipal tender box at the Head Office of Hantam Municipality at 20 Dr. Nelson Mandela Drive, Calvinia, 8190 no later than 12h00 on Friday, 26 February 2021 and will be opened in public immediately.

The municipality reserves the right to withdraw any invitation to tender and / or re-advertise or to reject any formal tender or to accept a part of it. The Municipality does not bind itself to accept the lowest tender or award a contract to the bidder scoring the highest number of points. Potential bidders should note that all projects in terms of this tender may not materialize.

Formal tenders will be evaluated and adjudicated in terms of 80/20 Preference Point System prescribed by the Preferential Procurement Policy Framework Act (Act5 of 2017) and the Municipality's Supply Chain Management Policy.

Following conditions will apply to the tender

- The tenderer must note that a price per delegate must be offered. The tenderer will bid for a maximum of 20 delegates. The number of delegates attending the training will not be less than 15. In addition, Hantam Municipality will only pay for the delegates who attend the training, which will not be less than 15.
- The tenderer must be accredited according to the prescribed requirements (specifications) of the course and must submit proof thereof (SAQA Accreditation).
- The Curriculum Vitae (CV) and qualifications of the facilitator must be submitted with the tender document.
- The Hantam Local Municipality Supply Chain Management Policy will apply;
- The Hantam Local 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 or to withdraw the bid;
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- The Tenderer needs to be registered on the Central Supplier Database (CSD) of National Treasury. Proof of registration should be attached to the tender document (CSD REPORT);
- An original and valid Tax Clearance Certificate/ TCS Pin must be submitted with the bid document/ a certified copy thereof;
- An original or certified Broad Based Black Economic Empowerment (BBBEE) Certificate must be submitted to obtain points for BBBEE Status Level/ an original Sworn Affidavit. Bidders who qualify for Exempted Micro Economic Enterprise (EME) in terms of BBBEE act must submit a certificate issued by an Accounting officer as contemplated by the Close Corporation Act or a Verification Agency accredited by SANAS or a registered auditor. Bidder/s will not be disqualified from the bidding process for not submitting a B- BBEE Certificate/ original sworn Affidavit, but such a bidder will receive 0 points for B- BBEE.
- Certified copy of the latest Municipal Account on the address of the business and that of the directors, as per CK1 must accompany the bid document (NB. Bidders may not be in arrears for more than three months with municipal rates and service charges);
- Certified copies of the Identity Documents (ID's) of all shareholders/ owner (s)/ Partners of bidding companies must be submitted with the bid document.
- Price quoted must be valid for at least 90 days;
- Price quoted must be firm and inclusive of VAT;
- Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted;
- Bids must only be submitted on the documentation provided by the Hantam Municipality (original Bid Documents);
- Service providers must adhere to all COVID- 19 regulations;
- Bidders must submit a Project Implementation Plan with their tender document;
- Local Production and Content as per the DTI – Not applicable for this tender;
- Only tenders with a stipulated minimum B- BBEE status level of level 1 may respond to this tender;
- Pre- qualification will be implemented.

Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

No tender will be considered to persons in the service of the state.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database of National Treasury, register without delay by completing the prescribed form or log onto www.csd.gov.za/register. Application forms are obtainable on our website.

Enquiries relating to the specifications can be addressed to **Mr. S.M. Wilschut (027 341 8500)**

A set of tender documents with detailed specifications can be obtained from Mr. S. M. Wilschut, Supply Chain Management at the cost of R500.00, 20 Dr. Nelson Mandela Drive, Calvinia, 8190, Email: wilschutsm@hantam.gov.za or at (027) 341 8500 before the specified date and time.

**Mr. J. I. Swartz
MUNICIPAL MANAGER
HANTAM MUNICIPALITY**