



# **KAROO HOOGLAND**

## **MUNISIPALITEIT / MUNICIPALITY**



### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

Procurement from R30 000.00 up to a transaction value of R300 000.00(incl VAT)  
(For Publication on Karoo Hoogland Website and Notice Boards)

**QUOTATION NUMBER : SCM/T6885**

**ADVERTISING DATE : 17/05/2024**

**CLOSING DATE: 28 MAY 2024 (12H00)**

Karoo Hoogland Municipality hereby invites all interested Qualified Service Providers to furnish us with written quotations for the supply and delivery of the services/goods as detailed in the enclosed specifications.

The quotation must be submitted on the letterhead of your business quoting the above quotation number not later **than 28 MAY 2024 at 12H00.**

**PROJECT NAME: FACILITATION OF TRAINING PROGRAMMES**

The quotation can either be hand delivered in a sealed envelope marked with quotation number to: **The SCM Practitioner, Karoo Hoogland Municipality Offices, 2 Mulder Street, Williston, 8920** or emailed to [d.vermeulen@karoohoogland.gov.za](mailto:d.vermeulen@karoohoogland.gov.za) for the attention of the SCM Office. Please specify in your email or on your sealed envelope the **Quotation Number** stated above.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from closing date of quotation.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Goods must be delivery within 7 days after receiving the order
- Bidders must complete the following forms: (obtainable from the municipal SCM office and submit it with their quotation)
  - MBD 2 (Tax Clearance Certificate)
  - MBD 4 (Declaration of Interest)
  - MBD 6.1 (B-BBEE Status Level )
  - MBD 8 (Declaration of Bidders past supply chain management practices)
  - MBD 9 (Certificate of independent Bid determination);
- Bidders must be registered on the National Treasury Central Suppliers Database.
- Bidders must ensure that they submit a valid Tax Clearance and B-BBEE Certificate.
- Quotations between **R 30 000** and **R 300 000 (Vat Incl)** will be evaluated using **80/20** preferential system.
- The Municipality reserves the right to partial acceptance of one or more quotations, to withdraw any invitation to quotations and/or t re-advertise or to reject any quotation.

***NB: No quotation will be considered from persons in the service of the state!***

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SCM Department

Tel: 053 285 0998 / [d.vermeulen@karoohoogland.gov.za](mailto:d.vermeulen@karoohoogland.gov.za)

**KAROO HOOGLAND LOCAL MUNICIPALITY**

**QUOTATION NUMBER : SCM/T6885**

**RFQ: FACILITATION OF TRAINING PROGRAMMES**

**EVALUATION CRITERIA**

Phase 1	Special Conditions
Phase 2	Price Scoring
Phase 3	Specific Goals Scoring

No	Specific Goals Categories	Max Points Allocation	Evaluation Indicators
1	B-BBE Status Level Contributor	10	As for B-BBEE points on the certificate
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province	10	<b>10 Points-</b> Located within the boundaries of the Karoo Hoogland Municipality
			<b>6 Points-</b> Located within the boundaries of Namakwa District Municipality
			<b>4 Points-</b> Located within the boundaries of the Northern Cape
			<b>0 Point-</b> Outside of the boundaries of the Northern Cape

All the complete forms must be submitted with the Quotation (RFQ)

**CATEGORY A  
SPECIFICATIONS:**

Course Title: Demonstrate knowledge and understanding of operating a Chainsaw for 15 delegates.

Venue: Sutherland (will be provided by the Municipality)

Assessment: The program should be assessed in the form of individual portfolio of evidence submissions. A certificate of competence should be issued upon completion of the programme

**SPECIAL CONDITION:**

1. Proof of valid, unexpired accreditation in the name of the company, with who are the company accredited and the company accreditation number.
2. Any proof of past/ current training programmes implemented. Proof must not be older than 3 years. Such proof may consist of, but not limited to, reference letters, appointment letters, invoices, purchase orders, and completion certificates.
3. The lead facilitator must have a minimum of 2 years course specific experience
4. Scheduling for training programme will be done in consultation with the identified participant's and Program Manager (Mr. Adriaan Booysen) or Karoo Hoogland Municipality.

5. Training must be conducted during office hours 08:00 – 16:00

6. Duration of course: Days of completion the course

**CATEGORY B  
SPECIFICATIONS:**

Course Title: Health and Safety training for 15 delegates

Venue: Williston (will be provided by the Municipality)

Assessment: The program should be assessed in the form of individual portfolio of evidence submissions. A certificate of competence should be issued upon completion of the programme

**SPECIAL CONDITION:**

1. Proof of valid, unexpired accreditation in the name of the company, with who are the company accredited and the company accreditation number.
2. Any proof of past/ current training programmes implemented. Proof must not be older than 3 years. Such proof may consist of, but not limited to, reference letters, appointment letters, invoices, purchase orders, and completion certificates.
3. The lead facilitator must have a minimum of 2 years course specific experience
4. Scheduling for training programme will be done in consultation with the identified participant's and Program Manager (Mr. Adriaan Booysen) or Karoo Hoogland Municipality.
5. Training must be conducted during office hours 08:00 – 16:00
6. Duration of course: Days of completion the course

**CATEGORY C  
SPECIFICATIONS:**

Course Title: Fire Fighting training for 15 delegates: how to use and behave fire extinguisher if a building is burning for example.

Venue: Williston (will be provided by the Municipality)

Assessment: The program should be assessed in the form of individual portfolio of evidence submissions. A certificate of competence should be issued upon completion of the programme

**SPECIAL CONDITION:**

1. Proof of valid, unexpired accreditation in the name of the company, with who are the company accredited and the company accreditation number.
2. Any proof of past/ current training programmes implemented. Proof must not be older than 3 years. Such proof may consist of, but not limited to, reference letters, appointment letters, invoices, purchase orders, and completion certificates.
3. The lead facilitator must have a minimum of 2 years course specific experience
4. Scheduling for training programme will be done in consultation with the identified participant's and Program Manager (Mr. Adriaan Booysen) or Karoo Hoogland Municipality.
5. Training must be conducted during office hours 08:00 – 16:00
6. Duration of course: Days of completion the course

**CATEGORY D  
SPECIFICATIONS:**

Course Title: K53 practical driver license training for 15 delegates

Venue: Fraserburg (will be provided by the Municipality)

Driver Lessons: Minimum 20 (1 hour) driver lessons per learner

Vehicle: The facilitator/provider must provide the vehicle for the driver exam compliant with road traffic requirements and property insured for any including third party insurance and must cover all cost relevant to delivering a competent / license driver.

Assessment: The program should be assessed in the form of individual portfolio of evidence submissions. A certificate of competence should be issued upon completion of the programme

**SPECIAL CONDITION:**

1. Proof of a current and relevant K53 Instruction Certificate – issued by an Authoritative Municipal Traffic Department.
2. Proof of Company's Insurance Policy (Excess Payments to be covered by the appointed service provider)
3. Any proof of past/ current training programmes implemented. Proof must not be older than 3 years. Such proof may consist of, but not limited to, reference letters, appointment letters, invoices, purchase orders, and completion certificates.
4. The lead facilitator must have a minimum of 2 years K53 training specific experience

5. Driver License Training will be conducted in the Karoo Hoogland area.
6. Scheduling for training programme will be done in consultation with the identified participant's and Program Manager (Mr. Adriaan Booysen) or Karoo Hoogland Municipality.
7. Training must be conducted during office hours 08:00 – 16:00

**DETAIL COST ANALYSIS MUST INCLUDE THE FOLLOWING**

- Cost of Training programme – all cost must be included per delegate
- Travel cost per kilometre
- Additional cost must be valid for the duration of the contract
- Quotation prices must be valid for the duration of the contract

**REMUNERATION**

- No advance payment will be processed
- Payments will be processed only on completion of the whole training project.
- The price per learner must include all training related cost per person. (The Municipality has the right to adjust its scope to stay within the budget perimeters)

**INFORMATION TO BE PROVIDED WITH THE QUOTATION**

- Valid B-BBEE Certificat
- Valid Tax Clearance Certificate or PIN
- All the MBD Forms
- CSD Report
- Lead Facilitators schedules
- Price shedules

**NB: PLEASE NOTE;**

- Bidder must complete all the schedules as below for their submission to be evaluated.
- The name as listed below will be scored.
- The lead facilitator must sign the document below where required.

**LEAD FACILITATOR SCHEDULE PER CATEGORY**

*See detailed schedule on page 8*

**PRICE SCHEDULE**

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs MUST be included in the bid price, for delivery at the prescribed destination.
3. Document MUST be completed in non-erasable black ink.
4. NO correction fluid/tape may be used. a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Supplier MUST indicate whether he/she/the entity is a registered VAT Vendor or not.
6. In the case of the Supplier not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount

**NB! Cost for all delegates must be inclusive of all possible costs and disbursements. No additional costs will be paid other than the offered cost as per the pricing schedule.**

**NB! Bidders must note that the Municipality will be responsible for providing the training venue and the courier costs of Portfolio of Evidence (POE's)**

**PRICING SCHEDULE: CATEGORY A**

Demonstrate knowledge and understanding of operating a Chainsaw	TOTAL COST FOR 15 DELEGATES				
	No. of Delegates	Rate per delegate Excluding Vat	VAT	Inc. Vat	Total
Facilitation (Practical Training)	15				
Additional Cost :					
a)					
b)					
c)					
Travel cost per kilometre					
				<b>Total</b>	

**PRICING SCHEDULE: CATEGORY B**

Health and Safety	TOTAL COST FOR 15 DELEGATES				
	No. of Delegates	Rate per delegate Excluding Vat	VAT	Inc. Vat	Total
Facilitation (Practical Training)	15				
Additional Cost :					
a)					
b)					
c)					
Travel cost per kilometre					
				<b>Total</b>	

**PRICING SCHEDULE: CATEGORY C**

Health and Safety	TOTAL COST FOR 15 DELEGATES				
	No. of Delegates	Rate per delegate Excluding Vat	VAT	Inc. Vat	Total
Facilitation (Practical Training)	15				
Additional Cost :					
a)					
b)					
c)					
Travel cost per kilometre					
				<b>Total</b>	

**LEAD FACILITATOR SCHEDULE PER CATEGORY**

<b>CATEGORY</b>	
Name & Surname	
Years of Relevant Experience indicated in CV	
CV Attached (Yes/No)	

I,..... hereby confirm that I am contracted as lead facilitator for RFQ SCM/T6885 or in the employment of bidder: ..... that submitted this RFQ.

SIGNATURE OF FACILITATOR: .....



**PRICING SCHEDULE: CATEGORY D**

<b>TRAINING FOR 15 DELEGATES FROM KAROO HOOGLAND MUNICIPALITY IN CODE B &amp; C1 DRIVER'S LICENSE</b>				
<b>CODES B &amp; C1</b>				
<b>Programme</b>	<b>Estimated no. of practical lessons per person</b>	<b>Number of delegates</b>	<b>Code B</b>	<b>Code C1</b>
Facilitation (Practical Training)	15	Per Person	R	R
Facilitation of training. Provision of instructor, vehicle and insurance thereof (Provision of vehicle for driver test)	15	Per Person	R	R
<b>Licencing and Related Costs</b>				
Application		Per Person	R	R
Issue of license		Per Person	R	R
Photos		Per Person	R	R
Doctor clearance		Per Person	R	R
Police clearance		Per Person	R	R
Reports and administration		Per Person	R	R
Re-testing (if required) (e.g. hours of driver training + Application + use of vehicle for test.)		Per Person	R	R
<b>Cost per person (Excl. Vat)</b>			<b>R</b>	<b>R</b>
<b>VAT @15 %</b>			<b>R</b>	<b>R</b>
<b>Cost per person (Incl. Vat)</b>			<b>R</b>	<b>R</b>

<b>CODES B, C1 &amp; C</b>					
<b>Programme</b>	<b>Estimated no. of practical lessons per person</b>	<b>Number of delegates</b>	<b>Code B</b>	<b>Code C1</b>	<b>Code C1</b>
<b>Learners License Application</b>					
Facilitation for Learner License training		Per Person	R	R	R
Booking of Learner License appointments for learners		Per Person	R	R	R
Issuing of Learner License for competent learners		Per Person	R	R	R
<b>Driver's License Practical Training</b>					
Facilitation (Practical Training)	15	Per Person	R	R	R
Facilitation of training. Provision of instructor, vehicle and insurance thereof (Provision of vehicle for driver test)	15	Per Person	R	R	R
<b>Licencing and Related Costs</b>					
Application		Per Person	R	R	R
Issue of license		Per Person	R	R	R
Photos		Per Person	R	R	R
Doctor clearance		Per Person	R	R	R
Police clearance		Per Person	R	R	R
Reports and administration		Per Person	R	R	R
Re-testing (if required) (e.g. hours of driver training + Application + use of vehicle for test.)		Per Person	R	R	R
<b>Cost per person (Excl. Vat)</b>			R	R	R
<b>VAT @15 %</b>			R	R	R
<b>Cost per person (Incl. Vat)</b>			R	R	R

**Any enquiries: SCM related: Me. Diana Vermeulen – d.vermeulen@karoohoogland.gov.za**  
**Training related: Mr Adriaan Booysen – info@karoohoogland.gov.za**

<b>EVALUATION</b>	
The evaluation will be: Special Conditions Performed on 80/20 principles as Provided in PPFA :	
Price :	80 points
Specific Goals: 10 -B-BBEE and 10 -Locality	20 points
Total	100 points