



# WEST RAND

## DISTRICT MUNICIPALITY



### DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT REQUEST FOR FORMAL WRITTEN QUOTATIONS

West Rand District Municipality is hereby inviting service providers to quote on the following:

Bid No.	Description	Evaluation
WR/HR/11/2017	<b>Re-advert:</b> Introduction to Labour Law and Disciplinary Actions and Procedures Training	<ul style="list-style-type: none"><li>▪ Relevant Experience</li><li>▪ Track Record</li><li>▪ Price</li><li>▪ BBBEE</li></ul>

**Closing Date** : Monday, 22 May 2017 at 11:00 am  
**Contact person** : Mr Niklaas Mofokeng  
**Contact Number** : 011 411 5108  
**Email Address** : [nmofokeng@wrldm.gov.za](mailto:nmofokeng@wrldm.gov.za)

#### **Instructions dealing with the depositing of quotations:**

Specifications, and bidding documents must be obtained at the West Rand District Municipality and WRDM Website and be returned in a sealed envelope clearly marked with the **bid number, description and closing date**. Deposit it in the RFQ Box situated at the Entrance of Supply Chain Department (**Inside the building**), Municipal Building, Corner Park & 6<sup>th</sup> Str. Randfontein.

#### **Terms and Conditions relating to tendering:**

- The Municipal Supply Chain Policy will apply;
- Bids must only be submitted on the bid documentation (MBD1, 2, 4, 6.1,8 and 9) provided by the West Rand District Municipality.
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered;
- Quotations submitted are to hold good for the period up until to 60 working days;
- Persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes;
- Bidders must attach a certified copy of the BBBEE Certificate to qualify for BBBEE points
- The following documents must be attached to the quotations / proposals:
  - **A copy of SARS pin number Certificate**
  - **MAAA – National Treasury Central Supplier Database registration reference number**
  - **Proof of payment of municipal service for the bidder and all directors of the company.(An original / copy of recent municipal statement of account obtainable from the municipality which the Bidder(s) and Director(s) resides / valid copy of lease agreement)**

**MR. R. MOHAUDI**  
**MUNICIPAL MANAGER**



# WEST RAND DISTRICT MUNICIPALITY



## TERMS OF REFERENCE/ SPECIFICATIONS

**DESCRIPTION: RE-ADVERT: INTRODUCTION TO LABOUR LAW AND DISCIPLINARY ACTIONS AND PROCEDURES TRAINING (WR/HR/11/2017)**

**SPECIFICATIONS:**

<b>Technical description of services needed:</b>	<b>Introduction to Labour Law and Disciplinary Actions and Procedures</b>
<b>Quantity/number of learners:</b>	<b>20</b>
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>➤ Quotations must provide for <b>fulltime in-house training.</b></li> <li>➤ <b>Period of training to 5 working days</b></li> <li>➤ A comprehensive course outlay, including the theoretical and practical program and curriculum must be provided with the quotations.</li> <li>➤ <b>Formal Certificate of Competence</b> must be awarded to learners.</li> <li>➤ <b>Service Provider and course must be officially accredited with a relevant services SETA e.g. ETDPSETA .</b></li> <li>➤ Service Provider to provide <b>all training manuals and training aids/equipment</b></li> <li>➤ Service Provider to provide training manuals and training aids/equipment &amp; Lunch</li> </ul>
<b>Technical enquiries can be directed to</b>	<p><b>Mpho Goreoang</b>  <b>Telephone number:</b> 011) 411 5098  <b>Fax number:</b> 086 540 4556  <b>E-mail:</b> <a href="mailto:mgoreoang@wrmd.gov.za">mgoreoang@wrmd.gov.za</a></p>

**EVALUATION CRITERIA**

**Preference points system**

This RFQ will be evaluated on an **80/20 Preference Point System** (80 points for price and 20 for BBBEE) in line with the provision of preferential procurement Policy Framework Act, Preferential Procurement Regulations 2017, Supply Chain Management Policy of WRDM and National Treasury Regulations.

**Functionality Evaluation**

Functionality will be out of **60 points**. Bidder(s) who obtain less than **60% points** of the functionality evaluation will be eliminated from further evaluation. The assessment will be done to establish the bidders' compliance with the TOR.

**RFQ RE-ADVERT: INTRODUCTION TO LABOUR LAW AND DISCIPLINARY ACTIONS AND PROCEDURES TRAINING**

The functionality evaluation will be based on the following:

	Evaluation Criteria	Weighting
1.	<p><b>Company’s Experience</b></p> <p>Bidder/Company must demonstrate experience in Training in <b>Introduction to Labour Law and Disciplinary Actions and Procedures</b>. Bidder must have successfully provided minimum of two (2) Trainings in <b>Introduction to Labour Law and Disciplinary Actions and Procedures or Similar Trainings</b>.</p> <p>2 trainings = 15            3 trainings = 20 points            4 trainings = 25            5 and above trainings = 30 points</p> <p><b>NB: Bidders must attach a contactable reference, a copy of appointment letter / reference letters from the Institution where the service was rendered must be attached for each training. Bidders must provide a list of relevant experience and contactable references.</b></p>	30 Points
2	<p><b>Personnel Expertise</b></p> <p><b>Qualifications and Expertise of the Facilitator</b></p> <p><b>Qualifications (Pre – requisite)</b></p> <p>Relevant qualifications in Training, Assessment and Moderation = 5</p> <p><b>Experience in terms of number of trainings conducted /provided by the facilitator. = 20</b></p> <p><b>Facilitator must have conducted minimum of 2 Trainings in Introduction to Labour Law and Disciplinary Actions and Procedures</b></p> <p>2 Trainings = 5            3 Trainings = 10            4 Trainings &amp; above = 20</p> <p><b>NB: Bidders must attached detailed CV and Original Certified copies of certificates of Facilitator to be assigned to the projects.</b></p>	20 Points
	<b>Total</b>	<b>50</b>

Bidders who obtain less than 60% in the functionality assessment will be eliminated from further evaluation.