



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/31/2016	Telephone Etiquette for Emergency Services Officials Training.	<ul style="list-style-type: none">▪ Relevant Experience▪ Track Record▪ Price▪ BBBEE

Closing Date : Friday, 05 February 2016 at 11:00 am
Contact person : Mr Niklaas Mofokeng
Contact Number : 011 411 5108
Email Address : nmofokeng@wrdm.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 **quote no., 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 & 6th Str. Randfontein.

Terms and Conditions relating to tendering:

- The Municipal Supply Chain Policy will apply;
- Priority will be given to township based enterprises;
- 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 30 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:
 - **An original valid Tax Clearance Certificate obtainable from SARS; and**
 - **Proof of payment of municipal account for the bidder and all directors of the company.(An original / certified copy of recent municipal statement of account obtainable from the municipality which the bidder resides / valid copy of lease agreement)**

MR M.D MOKOENA
MUNICIPAL MANAGER



TERMS OF REFERENCE/ SPECIFICATIONS

DESCRIPTION: TELEPHONE ETIQUETTE FOR EMERGENCY SERVICES OFFICIALS TRAINING.

Technical description of services needed:	Telephone Etiquette for Emergency Services Officials Training
Quantity/number of learners:	20
Other requirements:	<ul style="list-style-type: none"> ➤ Quotations must provide for fulltime in-house training. ➤ Period of training to be 3 working days. ➤ Comprehensive curriculum/course program must be forwarded with quotation. ➤ Official Certificate of Competence must be awarded to learners. ➤ Service Provider must be officially accredited with the relevant SETA. ➤ The company/service provider must be registered with relevant accredited body (e.g. Umalusi, SAQA etc.) ➤ Service Provider to provide training manuals and training aids/equipment & Lunch
Technical enquiries can be directed to	Mpho Goreoang Telephone number: 011) 411 5098 Fax number: 086 540 4556 E-mail: mgoreoang@wrdm.gov.za

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 2011, Supply Chain Management Policy of WRDM and National Treasury Regulations.

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Functionality Evaluation

Functionality will be out of **50 points**. Bidder(s) who obtain less than **40% points** of the functionality evaluation will be eliminated from further evaluation. The assessment will be done to establish the bidders' compliance with the TOR. **The functionality evaluation will be based on the following:**

	Evaluation Criteria	Weighting
1.	<p>Company's Experience</p> <p>Bidder (Company) must demonstrate experience in executing projects of this nature. Bidder must have minimum of 2 years' experience.</p> <p>2 years = 5 points</p> <p>3 and above years = 10 points</p> <p>Bidders must attached a company profile</p>	10
2.	<p>Track record of similar projects</p> <p>Company's experience in terms of number of similar projects managed in the past</p> <p>1 Project = 5 points</p> <p>2 Projects = 10 points</p> <p>3 Projects = 15</p> <p>Above 3 Projects = 20 points</p> <p>Bidders are requested to submit contactable references from institution(s) were they provided the training.</p>	20 points
3.	<p>Qualifications and Expertise of the Facilitator</p> <p>Qualifications</p> <p>Relevant qualifications = 5</p> <p>Experience in number of projects/ trainings handled by the facilitator</p> <p>Experience in terms of number of projects</p> <p>2 Projects = 5</p> <p>3 Projects = 10</p> <p>4 Projects = 15</p> <p>Above 4 Projects = 20</p> <p>Bidders must attached CV and certificate of individuals assigned to the projects.</p>	20 Points
	Total	50

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Bidders who obtain less than 40% in the functionality assessment will be eliminated from further evaluation.