

**WESKUS DISTRIKSMUNISIPALITEIT
WEST COAST DISTRICT MUNICIPALITY**



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: SERVICE PROVIDER NEEDED
FOR ADULT EDUCATION AND TRAINING FOR WEST COAST DISTRICT MUNICIPALITY FOR
A ONE YEAR PERIOD**

QUOTATION REFERENCE: 6/5/2/111

Kindly furnish us with a written quotation as per attached specifications:

Specification enquiries can be directed to **Mrs T Steinmann at 022 433 8400**

The quotation must be clearly endorsed/marked with **Reference number: 6/5/2/111 – Training - AET** and submitted on the letterhead of your business and can either be faxed, e-mailed or delivered by hand not later than **12:00, Friday, 11 November 2022** to:

Supply Chain Management Office, West Coast District Municipality, 58 Long Street, Moorreesburg
. Fax: 086 652 7690 or E-mail to scm@wcdm.co.za

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Please note that the attachment limit per e-mail is 8 mega bites (MB). Service providers are free to divide emails into smaller attachments. Only fully submitted quotations will be considered at date and time of closing.
- It is expected of all prospective service providers who are not yet registered on the Central Supplier Database (**CSD**) to register without delay.
- The Municipality reserves the right not to award formal written price quotations to prospective suppliers who are not registered on the Database (CSD). Service providers to submit proof of registration on the CSD with quotation submissions
- The prospective Service providers attention is drawn to the following list of forms and other documents that need to be completed and submitted with his/her quotation documents:
 - a) Declaration of Interest (**MBD4**)
 - b) Declaration in terms of Clause 112(1)(l) of the Municipal Finance Act, Act No 56 of 2003 (**MBD8**).

- c) **Bidder should provide a valid tax clearance certificate or tax compliance status PIN to enable the municipality to verify the bidder tax clearance status.**
 - d) Proof of registration for VAT (if applicable)
 - e) Certificate of independent determination (MBD9)
 - f) A original and valid B-BBEE Verification Certificate or certified copies
- In terms of Clause 112(1)(l) of the Municipal Finance Management Act, Act No 56 of 2003, persons who were convicted for fraud or corruption or who wilfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Bidder shall submit a sworn statement, a declaration of bidder's past Supply Chain Management practices to this effect (MBD8).
 - **The quotation must be completed in black ink and any corrections to the official quotation must be made in Black ink and signed by the bidder. Any quotation received with correction fluid (Tippex) corrections shall be disqualified.**
 - Tenders that are not clearly endorsed, or which are received after the closing time and date will not be considered.
 - The bid documents should be carefully completed and no errors will be condoned after bids have been opened.
 - The fact and action of handing in a quotation to the Council is accepted as a contract between the Council and the Bidder whereby such a quotation remains valid and available for a period of thirty (30) days, calculated from the closing date as advertised for the quotation, for acceptance or non-acceptance by the Council. The bidder undertakes not to withdraw, or alter, the quotation during this period.
 - Notice of acceptance of the quotation by the Municipal Manager will be considered as a binding contract with effect from the date of such notice.
 - The Council does not bind itself to accept the lowest or any, quotation and reserves the right to accept any quotation in whole or part.
 - **The bidder will be liable to take out forward cover to barricade him/her against fluctuations of the exchange rate in the event of importing any component, related to the quotation, from any country dealing in currency other than that of South Africa.**
 - Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. A declaration of interest form must be completed and submitted to this effect **(MBD4)**
 - A certificate of independent determination **(MBD9)** must be completed and submitted with your quotation. This is to inform bidders about the illegality of bid rigging and the penalties applicable to enterprises found to have engaged in such practices and the possible investigations and imposition of administrative penalties by the Competition Commission.

- The bid of any person who canvasses or solicits, or causes to be canvassed or solicited, the support of any person employed by or in the service of the Employer or of the Agent, Consulting Engineer in favour of his/her offer will not be considered.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017. The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20 (**MBD6.1**) must be scrutinized, completed and submitted together with your quotation.
- Bidders wishing to benefit from it must submit a original and valid B-BBEE Verification Certificate or certified copies thereof from a Verification Agency accredited by the South African Accreditation System (SANAS) or sworn affidavit as prescribed by Department of Trade and Industry together with the quotation. Failure to submit the abovementioned will result in the bidder only receiving the applicable points for price. The Municipality reserves the right to request proof of empowerment.
- A valid tax clearance certificate, issued by the South African Revenue Services (SARS), must accompany your quotation or the bidder should provide the PIN that can be shared with third parties to enable third parties to verify or confirm the tax compliance status of the bidder to whom the PIN belongs. Official purchase order will only be placed against provision of tax clearance certificate or master registration number or tax compliance status PIN.
- Transaction will be subject to General Conditions of Contract (GCC).
- The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20, Tax Clearance Certificate Requirements, SARS Application for Tax Clearance Certificate, Declaration of bidder's Past Supply Chain Management practices, Certificate of Independent Bid Determination, Certificate for Local Production and Content, General Conditions of Contract and the Declaration of Interest can be downloaded from : www.westcoastdm.co.za/tenders
- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



SUPPLY CHAIN MANAGEMENT OFFICE

TEL: 022 433 8400

E-MAIL: scm@wcdm.co.za

03 November 2022

SPESIFIKASIE / SPECIFICATION

SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE

A. INVITATION TO QUOTE FOR ADULT EDUCATION AND TRAINING FOR THE WEST COAST DISTRICT MUNICIPALITY FOR A PERIOD OF ONE YEAR

The West Coast District Municipality invites quotations for the delivering of Adult Education and Training (AET) within the Local Government sector.

The West Coast District Municipality views AET as a pivotal intervention in addressing the low levels of numeracy and literacy in our sector. As part of our endeavour towards promotion of the Country's national goals around education and training coupled with the ongoing task in the creation of a competitive work force, we view AET as one of the pillars around which a strong economy can be built.

1. Candidates for Consideration:

ETDP SETA accredited AET practitioners. Preference will be given to empowerment / equity partnerships with extensive experience in delivering the programme in unionised environments. Knowledge of the sector's dynamics will be an advantage.

2. The expected deliverables from the project are:

- Pre-assessment of new AET learners
- Continuing of current AET learners
- Development of a customised AET programme for the Municipality
- Development of a curriculum and a delivery schedule
- Delivery to groups of candidates to enable them to participate in NQF level 1 and 2 qualifications

3. Payment:

Payments will be in 4 (four) tranches, i.e. 25% with commencement of classes, 25% when 50% of learning are completed, 25% when 75% of learning are completed and 25% upon successful achievements of agreed outcomes (certificates to be provided).

4. Important:

- Accreditation is non negotiable.
- Learners will be on different levels of AET and the starting levels will vary.
- Learners will be expected to be trained within a period of one year from start to completion, irrespective on the levels.
- Learners must receive a GET certificate on completion, this would imply that it is a full qualification to be completed.
- Learning areas are Numeracy and Literacy for AET Level 1 – 3 and full curriculum for Level 4.
- Classes will be conducted weekly on Tuesdays, during working hours.
- Classes for level 1 – 3 to be combined and level 4 to be separate

4.1 Include the following:

- Price per person for pre-assessment
- Price per person per AET level (Numeracy and Literacy) and full curriculum on level 4 on a ratio, e.g. 1 – 5 learners per class, 6 – 10
- Learning material must be included in the price.
- Travel and accommodation of facilitator must be included in the price