RATLOU LOCAL MUNICIPALITY

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Enquiries: ***JEANNETTE TSIMANE – 071 492 4464 Email: jeannette@ratlou.gov.za***

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER FOR THE FACILITATION OF RATLOU LOCAL MUNICIPAL LEKGOTLA**
TENDER NO	**NW381/PAD002/2024/2025**
DATE PUBLISHED	**25 September 2024**
BRIEFING SESSION	**N/A**
CLOSING DATE	**03 October 2024**
TIME	**11H00a.m**
SUBMISSION ADDRESS	**RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)**

BACKGROUND

Ratlou Local Municipality will be undergoing a Municipal Lekgotla from 16 – 18 October 2024. The Municipality undertakes Lekgotla to plan and take decision about issues of service delivery every year.

It is an ideal situation to have an independent facilitator that will lead discussions; hence your institution is hereby requested to submit a quotation for facilitation of 3 days Lekgotla in October 2024. The venue will be communicated with you on time.

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METHODOLOGY

Lekgotla Session

It is expected that the Facilitator should be having general knowledge on the following aspects:

Legislative Framework applicable to Local Government;
Status Quo Assessment:

I. The Municipal Profile
II. The Institutional Profile
III. Development Profiles
IV. Assessment of previous IDPs
V. Development Priorities.

Strategies Formulation

I. The Municipality's' Vision
II. The Councils' Development Priorities and Objectives
III. The Councils' Development Strategies

Action Programme

I. Determine key indicators, Targets and Inputs required to implement Municipal Strategic Plan of the municipality
II. Clear Measurable Budget and Implementation Plans aligned to the SDBIP
III. One year implementation Plan based on the remaining 5-year plan

Projects

I. Identify projects to be implemented by the Municipality

Sector Plans

II. Conduct an analysis of all various sector plans developed for the municipality to determine which sector plans are still relevant and those that have to be reviewed
III. List all available Sector Plans and summarize them as required by the MEC

EXPECTED DELIVERABLES

Facilitate the overview of institutional Performance & Service Delivery challenges;
Facilitate the review of the Vision, Mission & Values;
Facilitate the review of goals, strategic objectives & strategies
Facilitate the development of priorities, projects identification, prioritization and targets for the next financial year;
Facilitate the development of technical Indicator Descriptors as per Circular 88;
Align the IDP with all Sectoral Plans to produce a credible IDP (District Development Model (One Plan));

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Evaluation of Bids

3 stages bid evaluation process will be followed. In the first stage, bidders will be evaluated on the returnable, Second stage will assessed through functionality, while qualifying bidders, will proceed to the second stage of evaluation using 80/20 (Price and Specific Goals) bid evaluation criteria.

Only bidders who score 70% and above in functionality will be considered for further stage of Evaluation Criteria (80/20)

Functionality Evaluation

Evaluation Criteria	Description		Maximum Number of Points
Methodology	A clear responsive methodology that shows that the bidder understands the terms of reference, including reference to strategic planning tools and programmes	40	**40**
	A partial responsive methodology that demonstrate limited understanding of the terms of reference	10	
	A non-responsive bid, indicating that the bidder does not understand the terms of reference	0	
Experience in Facilitating Strategic Planning Session	7 or more Reference Letter: Strategic Planning Facilitating Sessions	40	**40**
	5 – 6 Reference Letter: Strategic Planning Facilitating Sessions	20	
	4 – 5 Reference Letter: Strategic Planning Facilitating Sessions	10	
	1 – 3 Reference Letter: Strategic Planning Facilitating Sessions	5	
	0 Reference Letter: Strategic Planning Facilitating Sessions	0	
Experience & understanding of municipal governance & intergovernmental issues (Attach CV)	5 or more years' experience	20	**20**
	3 – 4 years' Experience	15	
	1 – 2 Years Experience	5	
	0	0	

Bidders who score less than 70% in the criteria above, will be automatically disqualified, and those scoring more than 70% will be further assessed through 80/20 criteria.

PRICING – additional pricing sheet on company letterhead may be used

PROJECT: FACILITATION OF STRATEGIC PLANNING SESSION					
NO.	**DESCRIPTION**	**UNIT**	**QUANTITY**	**RATE**	**AMOUNT**
1.	Facilitation of Lekgotla Session	Day	3 days	R	R
2.	Compilation of Strategic Planning Report	Number	1	R	R
3.	Compilation of the 2025/2026 Draft IDP	Number	1	R	R
4.	Review of the 2024/2025 SDBIP	Number	1		
5.	Disbursement, e.g Accommodation & Travelling	Amount	1	R	R
6.	**Subtotal (exc VAT)**				**R**
7.	**Value Added Tax (15%)**				**R**
8.	**Total Amount**				**R**

The following documents should be submitted with your quotation:

- Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- Proof of Business registration on Central Supplier Database
- Certified copy of BBBEE Certificate/ Original
- Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

NB No copies of certified copies will be accepted.
All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 30 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).

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- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R300 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

N.B Failure to comply with these conditions may invalidate your offer.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
Thabo Matlhoko	Chairperson	
Ipakeng Lekoto	Member	
Jeannette Tsimane	Requesting Department	

Approved/~~Not Approved~~

MM - Law process to be followed (prescribed)

LLOYD LEOKO
MUNICIPAL MANAGER

RATLOU LOCAL MUNICIPALITY

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the

conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of Verification
Ratlou Local Municipality Jurisdiction of a Bidder		04			Proof of resident from the Municipality or Traditional Council (not older than three month from closing date) of a Bidder
Black Owned Business		10			CSD Report/ Original/Certified copy of BBBEE
50% or more owned Youth Business		02			CSD Report
50% or more owned Women Business		02			CSD Report
50% or more		02			CSD Report

owned Disability					

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

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