



P.O. Box 1593
 SENWABARWANA 0790
 Tel: No.: 015 505 7100

E-mail: info@blouberg.gov.za

INVITATION TO BID

28 August 2018

Specification: Preparation and facilitation of strategic planning session on the review of the municipal integrated development plan for 2019/2020 financial year from the august 2018 (Polokwane)

All prospective bidders are hereby invited to submit quotations for the following:

Item NO	DESCRIPTION	Quantity	DETAILS OF OFFER
1	Facilitation of Strategic Planning Session on the IDP/Budget Review process. Development of a diagnostic report. Assess and analyze the current vision and mission of Blouberg Local Municipality as well as the IDP objectives, strategies and key performance indicators and ensure that they conform to the SMART principle. Compile a consolidated report of the strategic planning session.	45	

The following documents are compulsory for Bidders not registered on our database:

- CSD report not older than three(3) months
- Certified BBBEE certificate serves as an added advantage as evaluations are based on 80/20 Preference point system (Original is also accepted).
- MBD4, MBD9 forms must be attached and can be downloaded from www.blouberg.gov.za

The following conditions will apply:

- Quotations must be on an official letterhead of the company
- Prices (s) must be firm and inclusive of VAT (if applicable);
- Quotations will be evaluated according to 80/20 points system whereby 80 points will be for price and 20 points will be allocated in line with Preferential Procurement Policy framework, 2000 and BBBEE regulations, as amended;
- Payment will be effected within 30 days from receipt of the invoice and all supporting documentation.
- The municipality is not bound to accept the lowest or any Bid and reserves the right to not accept any quotation either wholly or a part thereof;

All quotations must be submitted in a sealed envelope at procurement office before/on the 06 September 2018 at 12H00 PM, the municipality is not liable to accept the lowest or any other tender.

Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)

- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

Evaluation Criteria: Functionality

- Bidders must achieve a minimum of 75% functionality in order to be considered for further evaluation in stage 2(Evaluation on price and BBBEE). Bidders that score less than the minimum of 75% will be disqualified from further evaluation.

Criteria	Weight	Applicable values
Company Experience Please provide 03 copies of appointment letters from clients confirming your company's experience in conducting planning sessions in Municipal environment [N.B. The municipality will contact the clients for reference].	30	Poor =1 Average =2
Qualification and accreditation Detailed CV and certified copies of qualification/s at least NQF level 6 qualification of the facilitator.	10	Good =3 Very Good =4
Registration South African Council for the planning profession (SACPLAN)	10	Excellent =5
Total functionality Score	50	

NB This regulation must not be read as affecting a person's rights to approach a court at any time

For enquiries kindly contact the following officials from 08H00-16H00:

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|--|-------------------|
| 1. Masama M.J (IDP Manager) | Tel:015 505 7150 |
| 2. Makgoshing S.P (Procurement Officer) | Tel: 015 505 7178 |

Approved by Municipal Manager: Makgoshing S.P

Date: 28-08-2018

