



**BLOUBERG MUNICIPALITY**

2019 -05- 31

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SENWABARWANA, 0790  
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31 MAY 2019

### REQUEST FOR QUOTATION

ALL PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE PROFESSIONAL SERVICES FOR THE PREPARATION AND FACILITATION OF STRATEGIC PLANNING SESSION ON THE REVIEW OF THE MUNICIPAL INTERGRATED DEVELOPMENT PLAN FOR 2019/20 FINANCIAL YEAR

ITEM	DESCRIPTION	No of candidates	Period
1.	Facilitation of strategic planning session on the final IDP/Budget 2019/20. 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 the smart principle. Compile a consolidated report of the strategic planning session	45	03 days

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Certified BBBEE certificate not older than three (3) months (for preference point scoring system 80/20)
- Attach MBD4, MBD 6.1, MBD8 and MBD9 downloadable from Municipal website, [www.blouberg.gov.za](http://www.blouberg.gov.za)
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate

[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]

Under functionality bidders must achieve a minimum of 75 % for functionality in order to be considered for further evaluation. Bidders who score less than minimum of 75 % will be disqualified. The requirements are tabled below:

Criteria	Weight	Applicable Values
<b>Company Experience</b>  At least a minimum of 02 appointment letters/reference letter from client of similar projects confirming experience in conducting planning session in municipal or similar environment ]	30	Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1
<b>Qualification and accreditation</b>  Detailed cv and certified copies of qualifications at least master's degree qualification of facilitator	10	Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1



Registration  South African Council for the planning profession (SACPLAN)	10	Excellent = 5 Very Good = 4 Good = 3 Fair = 2 Poor = 1
Total Functionality Score	50	

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, BBEEA of 2003 and preferential procurement regulation of 2001.

**[N.B: Failure to attach the above documents will disqualify the bidder from further evaluation]**

The following condition will apply:

- 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.

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

All quotations must be submitted in a sealed envelope marked "PREPARATION AND FACILITATION OF STRATEGIC PLANNING SESSION procurement office before/on the 09 JUNE 2019 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, Mr Masama MJ and Ms Sephesu LR for SCM related matters on 015 505 7100.

*Machaba MJ*  
Machaba Junias  
Municipal Manager

*31-05-2019*  
Date

