

Blouberg Municipality



**BLOUBERG MUNICIPALITY**

31-05-2024

P.O. BOX 1593  
SENWABARWANA, 0790  
TEL: 015 505 7100

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

E-mail: [info@blouberg.gov.za](mailto:info@blouberg.gov.za)

30 MAY 2024

### REQUEST FOR QUOTATION (RFQ)

ALL PROSPECTIVE BIDDERS REGISTERED ON CENTRAL SUPPLY DATABASE (CSD) ARE HEREBY INVITED TO SUBMIT PROPOSALS WITH QUOTATIONS FOR THE PRESENTATION OF FINANCIAL STATEMENTS (GRAP 1) AS SPECIFICATION APPEAR BELOW.

NO. DELEGATES	GRAP	GRAP TITLE	PERIOD
18	GRAP 1	PRESENTATION OF FINANCIAL STATEMENTS AND COMPILATION OF AUDIT FILE	2 day

**N.B:** Training is expected to be a contact session on a cost of the service provider and preferably to be held within the jurisdiction of the Blouberg Municipality (conference package must include venue and all necessary training equipments such as projector & etc.).

The following documents are compulsory for all Bidders:

- Copy of the up-to-date central supplier database CSD registration report detailing all compliance requirements [last verified between the advert date and the closing date]
- Attach MBD4, 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]**

#### EVALUATION CRITERIA

The bid will be evaluated based on:

Under functionality bidders must achieve a minimum of 75% scoring for quality in order to be considered for further evaluation on price. Bidders who score less than a minimum of 75 % will be disqualified.

Criteria	Weight	Applicable Value System
<b><u>COMPANY EXPERIENCE IN LOCAL OF GOVERNMENT ENVIRONMENT</u></b> ✓ Bidder must demonstrate experience in executing projects of this nature in local government (GRAP Training). <i>[Attach atleast Five (5) relevant appointment letters/purchase order with corresponding testimonials from the relevant organisation on their letter-head]</i>	20 points	<b>5=Excellent</b> - 5- appointment letters and 5 corresponding completion letters <b>4=Very good</b> - 4 appointment letters and 4 corresponding completion letters <b>3=Good</b> - 3 appointment letters and 3 corresponding completion letters <b>2=Average</b> - 2 appointment letters and 2 corresponding completion letters <b>1=Poor</b> - 1 appointment letters and 1 corresponding completion letter
<b><u>CAPACITY OF KEY PERSONNEL</u></b> Detailed CV's of the Facilitator		<b>5=Excellent</b> -Detailed CV, Two certificates and 5 year experience.

[REFERENCE: RFQFIN 09/2023/24]

✓ Detailed CV of a facilitator with qualification as CA(SA) & SAICA registration, indicating five (5) years GRAP standards training experience. [Attach the certified copies of the certificates of their qualifications]	20 points	4=Very good- Detailed CV, CA (SA) certificates and 5 year experience. 3=Good – Detailed CV, SAICA certificate and 5 years' experience 2=Average- Detailed CV without certificates and 5 years' experience. 1=Poor- Detailed CV with no attachments and less than 5 years' experience.
<b>COMPANY ACCREDITATION</b> ✓ Proof of accreditation/registration with FASSET SEETA [Attach the certified copy]	10 points	5=Excellent - attached certified copy 2=Average- attached and not certified. 1=Poor- No attachment
<b>TOTAL</b>	<b>50</b>	

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

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, Historically Disadvantaged Individuals (target goals) or any other specific goals Contributor Number of points (20).
- Evaluation on Price and HDI / Specific points (80/20 Preference Point System)
  - Scoring for HDI / SPECIFIC GOALS (20 points)
    - Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022 (municipal SCM policy as amended), which stipulate a 80/20 point split for requirements not exceeding R50 000 000.00.
    - Bidders must attach certified copies of HDI (as to be required/directed) to claim HDI points. Failure to attach the valid HDI required copies points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.
    - Historical Disadvantage Individuals (target goals) or any other specific goals Contributor Number of points (20)

Preferential Elements	20 Points
<b>Historical Disadvantage Individual Specific Points – Contributor</b>	<b>Number of Points : 20</b>
1. Locality = [ (Capricorn Region = 6 Limpopo Province = 2 / Outside = 1) ]	6 (attach proof of address and affidavit supporting proof of address)
2. Gender [ (Women = 4, Men = 3) ]	4 (attach certified copies of Identity Documents)
3. Youth = [18 – 35]	1 (attach certified copies of Identity Documents)
4. Race [ Blacks (Africans, Coloureds and Indians) = 8, White = 2]	8 (attach certified copies of Identity Documents)
5. Disability [Any]	1 (Form of proof / letter / medical report signed and certified by a Qualified Medical Doctor)
6. Non-Compliant Contributor	0

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 the PPPFA of 2000)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M (015 505 7100)

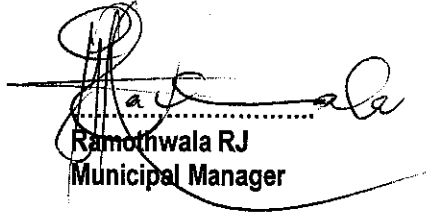
<b>BLOMBERG MUNICIPALITY</b>
<b>31-05-2024</b>
P.O. BOX 1593 SENWABARWANA, 0790 TEL: 015 505 7100

[REFERENCE: RFQFIN 09/2023/24]

- 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 "PRESENTATION OF FINANCIAL STATEMENTS" at procurement office before/on the 11 June 2024 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, Ms. RIBA M and Mr. KGOWA WM for SCM related matters on 015 - 505 7100.

  
Ramothwala RJ  
Municipal Manager

31/05/2024  
Date

