



Knysna

Municipality ♦ Munisipaliteit ♦ uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

ADVERTISEMENT DATE:	05 November 2018
RFQ NUMBER:	B313/2018/19
DESCRIPTION OF GOODS/SERVICES:	PROVISION OF ASBESTOS AWARENESS TRAINING
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Information centre>SCM>RFQ)
CLOSING DATE: TIME:	08 November 2018 12:00
SUBMISSIONS:	Sealed quotations clearly marked, " B313/2018/19: PROVISION OF ASBESTOS AWARENESS TRAINING ", can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By email to: nmajola@knysna.gov.za Contact person: Nadia Majola (Tel: 044 302 6509) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	A certified copy of the Bidders SETA accreditation Certificate must accompany the bid documents
TECHNICAL ENQUIRIES:	Contact Person : Melvyn Jordaan Email : mjordaan@knysna.gov.za Tell : 044 302 6515

The following conditions will apply:

- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted.
- More than 1 supplier could be appointed.
- Invoices must be submitted to jcordier@knysna.gov.za and will be paid within 30 days of delivering the service.
- Only an Official order and appointment letter will bind the Council.

REQUIREMENTS:

EVALUATION

All bids will be evaluated by a panel on basis of functionality (100%) and Price 80. The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council's Preferential Procurement Policy which states 80 for price and the remaining 20 for B-BEE.

Point's allocation for functionality

1. Company history and experience on similar works with references to previous experiences. (15)
2. List of contactable references of similar municipal services previously done. (15)
3. Location of Company. (20)

EVALUATION SCHEDULE

***** (Your pricing schedule will not be considered if this table is not complete)**

Criteria	Points	Bidder's score
Bidders experience in years in providing similar training to municipal officials and government departments – submit company profile to claim points	1-5 years: 5 points 6 + years: 10 points	
Bidders previous experience – submit contactable references of municipalities or government institution for whom <u>similar training</u> was rendered to	2 references – 3 3 references – 5 4 + references - 10	
Bidders experience and qualifications – submit CV's of facilitators that will provide training	Facilitator has relevant qualification and experience in either local, provincial or national government – 10 points Facilitator has relevant qualification but experience speaks to private sector – 5 points	
TOTAL	30 points	

Tenderers must achieve a minimum of 15 points in order to qualify for further evaluation on price and preference points.

SCOPE OF WORK:

Knysna Municipality wishes to enter into a contract with a suitably accredited service provider for the presentation of Asbestos Awareness/Training

1. Course content

The awareness will help the employees to have knowledge of:

- ✓ Scope of Application
- ✓ Notification of Asbestos Work
- ✓ Exposure to Asbestos
- ✓ Information and Training
- ✓ Duties of Persons Who May be Exposed
- ✓ Assessment of Potential Exposure
- ✓ Air Monitoring
- ✓ Medical Surveillance
- ✓ Respirator Zone
- ✓ Control of Exposure to Asbestos
- ✓ Cleanliness of Premises and Plant
- ✓ Control of Exposure to Asbestos of Persons other than Employees
- ✓ Asbestos that Forms Part of Workplace, Building, Plant or Premises
- ✓ Asbestos Cement Sheeting and Related Products
- ✓ Records
- ✓ Personal Protective Equipment and Facilities
- ✓ Maintenance of Control Measures
- ✓ Labelling, Packaging, Transportation and Storage
- ✓ Disposal of Asbestos Waste
- ✓ Demolition
- ✓ Prohibitions

2. Target Audience

Up to 36 Employees from Water Reticulation Department, Technical Services.

3. Duration

The training must be completed in 1 day.

4. Language

Training must be presented in English.

5. Methodology

Indicate 1

- Facilitation and Lectures
- Case Studies
- Role Play
- Practical Focus on competency

6. SETA Certificate Accreditation

A certified copy of the Bidders SETA accreditation Certificate must accompany by the bid documents if the requested certified copy does not accompany the bid documents of the bidder, the Municipality reserves the right to reject the bid.

7. Certification

No certification required

8. Pricing

- A unit rate per trainee should be provided.
- All prices should include all costs (i.e. Travel, Training material, Stationery, etc.)
- Prices must include VAT
- The supplier shall furnish the Municipality with an original detailed invoice.

9. Other

None

PRICING SUMMARY:

PROVISION OF ASBESTOS AWARENESS TRAINING

Item No.	Description	Unit	Quantity	Rate	Total
1	Provision of Asbestos Awareness Training	No	36		
	SUBTOTAL				
	ADD 15% VAT				
	TOTAL PRICE				

Contact Details of Tenderer

Knysna Municipality Supplier number	
CSD Supplier number	
CSD Unique Registration Reference Number	
The name of the Tenderer:	
The name of the contact person:	
The address of the Tenderer:	
Telephone:	
Facsimile:	
E-mail:	
Address (physical):	
Address (postal):	
Signature:	
Date:	



**MBD 4
DECLARATION OF INTEREST**

1.	No bid will be accepted from persons in the service of the state ¹ .		
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers 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.		
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.		
3.1	Full Name of bidder or his or her representative:		
3.2	Identity Number:		
3.3	Position occupied in the Company (director, trustee, hareholder ²):		
3.4	Company Registration Number:		
3.5	Tax Reference Number:		
3.6	VAT Registration Number:		
3.7	The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.		
3.8	Are you presently in the service of the state?	YES	NO
3.8.1	If yes, furnish particulars: _____ _____		
3.9	Have you been in the service of the state for the past twelve months?	YES	NO
3.9.1	If yes, furnish particulars: _____ _____		
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved the evaluation and or adjudication of this bid?	YES	NO
3.10.1	If yes, furnish particulars: _____ _____		
3.11	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid	YES	NO
3.11.1	If yes, furnish particulars: _____ _____		
3.12	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
3.12.1	If yes, furnish particulars:		

3.13	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
3.13.1	If yes, furnish particulars: _____ _____		
3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract	YES	NO
3.14.1	If yes, furnish particulars: _____ _____		

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

4.	Full details of directors / trustees/ members / shareholders:		
	Full Name	Identity Number	State Employee Number

5. I, the undersigned (name) _____, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder		Date	
Signature		Capacity	

11. MDB 15 – Certificate for Payment of Municipal Services

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s)

I, _____,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at _____, on the _____ day of _____, 20____.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

For office use (comments):