



## **ENERGY OFFICE**

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# **Request for Quotation (RFQ) Facilitation of Professional writing for the Energy Office**

## **1 Purpose**

The purpose of this RfQ is to engage a suitably qualified service provide who will provide, either directly or indirectly (by means of facilitation from a sub-contractor), the delivery of the training courses highlighted in this document.

## **2 Scope of Work**

A suitably qualified service provider is required to directly (by means of facilitation) provide the following certified training course, before the end of May 2016:

### **2.1 Course 1: Professional writing (2 days)**

#### **Course Content:**

1. Objectives of professional writing;
2. Overview of different styles of writing;
3. Overview of grammar, punctuation and spelling;
4. Structure of documents; and
5. Formatting, layout and templates.

**Location:** Must be located within the eThekweni Municipal Region.

**Number of participants:** Four (4).

#### **Course Outcome:**

Upon completion participants should be able to write effective professional reports, e-mails and other documents. Certificate of attendance.

## 2.2 Deliverables

1. The above mentioned accredited courses (and relevant attendance numbers) should be arranged (either directly or indirectly) and all logistics managed by the successful applicant.
2. All courses should take place before the end of May 2016.

## 3 Proposal Submission

This contract will be adjudicated in terms of the eThekweni Municipality Supply Chain Management rules and policies and will follow the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, "Procedures for procuring goods or services through written or verbal quotations and formal written price quotations<sup>1</sup>" (i.e. formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included)).

### 3.1 Proposal Adjudication Criteria

The adjudication of proposals will be conducted in two phases in terms of the following Scoring System:

#### Phase 1: Functionality (100 points)

- (1 a) Experience of the company in providing accredited training course (25 points);
- (1 b) Experience of the individual that will be managing this project for the service provider (25 points);
- (2) Capacity and capability (25 points); and
- (3) Response to the brief (25 points).

Criteria	0%	40% (poor)	70% (satisfactory)	90% (good)	100% excellent
1 a	0 points	12 points	21 point	28 points	30 points
1 b	0 points	8 points	14 point	18 points	20 points
2	0 points	10 points	17.5 point	22.5 points	25 points
3	0 points	10 points	17.5 point	22.5 points	25 points

Bidders must score a minimum of 70 points in total for functionality in order to be evaluated for “Phase 2: Price and Preferential Procurement”. The functionality criteria will be scored according to the following requirements:

Criteria	Description	0%	40% (poor)	70% (satisfactory)	90% (good)	100% (excellent)
Experience in providing accredited training course (maximum 50 points).	Does the company have the relevant and sufficient experience to successfully action the Scope of Work?	No information or irrelevant information provided	Less than 12 months relevant experience. (12 points)	Between 13 months and 36 months relevant experience (21 points)	Between 37 months and 72 months relevant experience (28 points)	73 months or more relevant experience (30 points)
	Does the individual have the relevant and sufficient experience to successfully action the Scope of Work?	No information or irrelevant information provided	Less than 12 months relevant experience. (8 points)	Between 13 months and 36 months relevant experience (14 points)	Between 37 months and 72 months relevant experience (18 points)	73 months or more relevant experience (20 points)
Capacity (25 points)	Does the service provider have the necessary capacity to successfully deliver the Scope of Work? (sufficient capacity – any and all related resources that the service provider embodies which will ensure delivery of this work)	No information or irrelevant information provided	The service provider does not have sufficient capacity (10 points)	The service provider has sufficient capacity (17.5 points)	The service provider has above sufficient capacity (22.5 points)	The service provider has above sufficient capacity and offers value-added services (25 points)
Response to the brief (maximum 25 points).	Do the courses supplied on proposal reflect the ‘Course Content’ in Scope of Works or suitable alternative?	No information provided	The courses are unsuitable and does not reflect the content included in this RfQ. (taken as a whole). (10 points)	The courses are suitable and reflects the content included in this RfQ (taken as a whole). (17.5 points)	The courses have above average suitability (taken as a whole). (22.5 points)	The courses have above average suitability and are innovative (taken as a whole). (25 points)

## Phase 2: Price and Preferential Procurement (100 points)

- 1) Price (80 points)
- 2) Preferential Procurement (20 Points)

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Point System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### 3.2 Total Scores

The total adjudication score will be recorded as follows

Criteria	Max. Scoring Points
<b>Phase1: Functionality</b>	<b>100 Points</b>
(1 a) Experience of the company in providing accredited training course	30
(1 b) Experience of the individual that will be managing this RfQ for the company	20
(2) Capacity	25
(3) Response to the brief	25
<b>TOTAL Phase 1:</b>	<b>100</b>
Note: 70 points require in phase 1 to proceed to phase 2	
<b>Phase 2: Price and Preferential Procurement</b>	<b>100 Points</b>
Price	80
Preferential Procurement	20
<b>TOTAL Phase 2:</b>	<b>100</b>

### 3.3 Proposal Requirements

Proposals need to be structured as follows:

- 1) A chapter clearly outlining experience of the company in providing accredited training course.
- 2) A chapter clearly outlining experience of the individual that will be managing this RfQ for the company.
- 3) A chapter outlining the capacity of the service provider to successfully deliver the scope of work.
- 4) A chapter clearly outlining the courses that will be offered (response to brief).
- 5) A chapter clearly outlining a budget breakdown showing the total amount including VAT.

The proposal must be accompanied by the following supporting documents:

1. The location of the submitting entities offices,
2. Original Valid Tax Clearance certificate,
3. Annexure: Supporting Documents (MBD 9 Forms):
  - a. Original Declaration of Interest
  - b. Original Declaration of Municipal Fees
  - c. Original Certificate of Independent Bid Determination
  - d. Certified copy of BBBEE certification

**THE CLOSING DATE FOR SUBMISSIONS OF QUOTATIONS IS 11H00 ON THE 04<sup>th</sup> of May 2016**

Each service provider must submit a quotation clearly marked "Energy Office Training"  
Quotations/proposals need to be submitted to:

E-mail: [nondumiso.mthembu@durban.gov.za](mailto:nondumiso.mthembu@durban.gov.za)

Delivered to: Nondumiso Mthembu

3<sup>rd</sup> Floor, SmartXchange, Durban, 4001

Tel: 031 311 4509

For Technical Queries contact

Jay Moodley

Tel: 031 311 3249

**NOTE: if you are submitting a softcopy, it has to be accompanied by a hard-copy.**

Please ensure that you receive a confirmation of receipt if submitted by email and that emails do not exceed 5 MB in size. The eThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available. This request for quotations is subject to any changes which may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project. Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final set of deliverables.

## 4 Annexure: Supporting Documents

### A. DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>2</sup>.
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, shareholder<sup>3</sup>):.....

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**

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<sup>2</sup>MSCM 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.

<sup>3</sup>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.

If yes, furnish particulars.....

3.9. Have you been in the service of the state for the past twelve months? .....**YES / NO**

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 with the evaluation and or adjudication of this bid? .....

**YES / NO**

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**

If yes, furnish particulars

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.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?**YES / NO**

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:

.....  
.....

4. Full details of directors / trustees / members / shareholders.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

**A. DECLARATION OF MUNICIPAL FEES**

I/We do hereby declare that the Municipal fees of \_\_\_\_\_ (company name), are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

<b>ACCOUNT</b>	<b>ACCOUNT NUMBER</b>
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

_____	_____
Name	Signature
_____	_____
Designation	Date

## **B. CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
  
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
  
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:  
I certify, on behalf

of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
6. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation;
  - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation)
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid; Or

f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998, and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position Name of Bidder

.....

Date

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.