



UMZIMVUBU
LOCAL MUNICIPALITY

Person dealing with this matter: Mr. N. Zibi

Date 08/04/2015

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with. **Quotation: TO CONDUCT TRAINING ON GRAPHIC DESIGN OF 5 SMME'S AS PER TERMS OF REFERENCE.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL BE APPLYING AS FOLLOWS:

PRICE: 80

BBB-EE: 20

Closing Date for submissions is 16/04/2015 @ 12:00 noon.

For any enquiries and specification, please contact Supply Chain Management Office @ Tel: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPAN(Y)NIES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.

THE FOLLOWING MUST BE ATTACHED: ORIGINAL OR CERTIFIED COPY OF THE CK DOCUMENT SHOWING ALL DIRECTORS, CERTIFIED COPY OF THE BBBEE VERIFICATION CERTIFICATE, DECLARATION OF INTEREST AND A VALID ORIGINAL SARS TAX CLEARANCE CERTIFICATE. FAILURE WILL RESULT IN DISQUALIFICATION.

SUBMISSION ARE TO BE MADE AT THE QUOTATIONS BOX AT SCM OFFICE. QUOTES SUBMITTED ELECTRONICALLY WILL NOT BE ACCEPTED.

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MR GPT NOTA

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UMZIMVUBU

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NAME OF THE PROJECT:

SMME DEVELOPMENT

1. INTRODUCTION OF THE PROJECT

To appoint an accredited and qualified service provider for training of local service providers on Graphic design.

PROJECT BACKGROUND

The purpose of the project is to identify a Graphic design company that will train local service providers that have shown show interest on graphic design and ICT in terms of computer drawing, designing and picture cropping.

AIMS OF THE PROJECT

This project will assist umzimvubu local municipality to utilize local service providers when procuring banners, website design, and other graphic related projects.

1. SPECIFICATIONS

- Photoshop
- Corel draw
- Manuals
- Software (Trail version or training software)
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2. SCOPE OF WORK

- Install training or trail version of the software concerned.
- Produce training manuals to users
- Provide users with competency Certificates

3. KEY DELIVERABLES

- Conduct training on Photoshop and
- Corel draw

4. EXPECTED OUTCOMES

- Trained graphic designers with intermediate or expert level of training
- And certification.

5. KEY COMPETENCIES

The Service provider appointed to undertake this project should demonstrate the following key competencies:-

- Proven track record as a registered company
- Technical ability to interpret the requirements in the Terms of references;
- A sound approach and methodology towards delivering on this assignment; and Availability, accessibility and dedication of expertise.
- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- A firm delivery period must be indicated.

6. PROJECT MANAGEMENT

The Service Provider will work very closely with Umzimvubu Local Municipality who has commissioned this bid

7. PROJECT TIMEFRAME

8. The stipulated timeframe for this project is one (1) week from 20 April 2015 up to 24th April 2015

9. PROJECT BUDGET

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".

10. EVALUATION CRITERIA

The point allocation criteria will be 80/20 which will be as follows:-

80: Quality and cost based selection

20: Municipal Targeted Goals

INSTRUCTIONS TO BIDDERS

PUBLICATION REFERENCE

In submitting their bids, bidders must respect all instructions, forms, terms of reference, contract provisions and specifications. Failure to submit a proposal containing all the required information and documentation within the deadline specified will lead to the rejection of the bid.

1. Services to be provided

These services required by the Contracting Authority are described in these Terms of Reference.

2. Participating and sub-contracting

- a) Participation in this bid is open to all service providers who can be able to provide the servers as mentioned in the specification.
- b) Duplication of proposals is prohibited.

3. Contents of Bids

Each proposal must contain a detailed Methodology/implementation plan, clear prices in terms of the contract, contactable reference. The proposals should be clearly marked

3.1 Proposals

Proposals must include the following:

- a) A detailed work-plan indicating how the bidder will deliver on the outputs as stated in the terms of reference;
- b) A statement of intent by bidder in which it undertakes to provide the services in conformity with the provisions as set out in the bid terms of reference and instructions to bidders;
- c) Previous experience or projects of the similar nature with contacts;
- d) A detailed company profile with key personnel (including but not limited to shareholders, management, registered offices or physical address of premises where business is conducted (including nearing branches for

- accessibility), key personnel positions and responsibilities should be clearly defined;
- e) Detailed turnaround time in terms of support;
 - f) Stipulate clearly the warranty period and insurance indemnity;
 - g) The **financial offers/costs** must state the bidder's price in South African Rands for providing the services according to the specification (VAT inclusive, delivery, training, support, split billing costs etc).

Having selected a successful bidder, on the basis of evaluation criteria as specified above, the Contracting Authority expects the contract to be executed by the specific bidder with a clear proposal.

4. Variant solutions

Any variant solutions will not be taken into consideration.

5. Period during which Bid are binding

Bidders are bound by their proposals for 90 days after the deadline for the submissions. In exceptional cases, before the period of validity expires, the Contracting Authority may ask bidders to extend the period for a specific number of days, which may not exceed 40 days.

The successful bidder must maintain its bid for a further 60 days from the date of notification that its bid has been selected for the contract.

6. Additional information before the deadline for submission of bidders

The bid dossier should be clear enough to avoid the Contracting Authority from having to request additional information during the procedure. If the Contracting Authority, either on own initiative or in response to the request of a short-listed candidate, provides additional information on the bid dossier, such information will be sent in writing to all other shortlisted bidders at the same time

Visit by individual prospective bidders during the bid period are not permitted other than the site visit for good reasons.

7. Submission of Bids

Proposals must be submitted in English such that they are received before the deadline or on the closing date before **12h00 in Mount Frere Offices on**

Any infringement of these rules (e.g. unsealed envelopes) is to be considered as breach of the rules, and will lead to rejection of the bid.

The envelope should carry the following information:

- a) The address for submission of bid indicated above;

8. Alterations or Withdrawal of Bids

Bidders may alter or withdraw bids by written notification prior to the deadline for submission of bids. No bid may be altered after the closing date.

9. Costs for Preparing Bids

No costs incurred by the bidder in preparing and submitting the bid shall be reimbursable. All such costs shall be borne by the bidder.

10. Ownership of Bids

The Contracting Authority retains ownership in all bids received under this tendering procedure. Consequently, bidders have no right to have their bids returned to them.

11. Evaluation of bids

11.1 Evaluation of bids

The quality of each plan will be evaluated in accordance with the evaluation criteria as detailed above. No other award criteria will be used. The evaluation criteria will be examined in accordance with the requirements as indicated in the Terms of Reference.

11.2 Presentations / Adjudication

The Evaluation Committee may call for presentation by the short-listed bidders, after having established its written provisional conclusions but before concluding the technical evaluation.

The date and time of any such presentation will be confirmed or notified to the short-listed bidders at least seven days in advance. If the bidder is unable to attend the presentation, its bid will be eliminated from the evaluation process.

11.3 Evaluation of financial offers/costs

The Financial Offer will be evaluated, however bids exceeding the maximum budget available for the contract will be eliminated.

11.4 Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signing of the contract, is confidential. The Evaluation/Adjudication Committee's decision is a collective decision and its deliberations are held in closed session. The members of the Evaluation / Adjudication Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may not be communicated to neither the bidders nor to any party other than the Contracting Authority.

12. Ethics clauses / Corruptive practices

- a) Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation / Adjudication Committee or the Contracting Authority during the process of examining, clarifying, evaluating, comparing and adjudication will lead to the rejection of its bid and may result in administrative penalties.
- b) The bidder must not be affected by any potential conflict of interest.
- c) The Municipality reserves the right to suspend or cancel funding to this project if corrupt practices of any kind are discovered at any stage of the award process or during the implementation of a contract, if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.
- d) Bids will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Failure to comply with one or more of the ethics clauses may result in the exclusion of the bidder or contractor from other Community contracts and in penalties.

13. Documentary evidence required from the successful Bidder

The successful bidder will be informed in writing that its bid has been accepted (notification of award). Before the Contracting Authority signs the contract with a successful bidder, a successful bidder may be requested to provide additional information as deemed necessary by the Contracting Authority.

This evidence or these documents must carry a date, which cannot be more than 180 days in relation to the deadline for the submission of the bidder. In addition, a sworn statement shall be furnished stating that the situations described in these documents have not changed since then.

If the successful bidder fails to provide these documents or is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the bid to another bidder or cancel the bid procedure.

14. Signing of contract

Within seven (07) days of receipt of the contract already signed by the Contracting Authority, the selected bidder shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected bidder to comply with this requirement may constitute grounds for the annulment of the decision to award the contract. In such a case, the Contracting Authority may award the bid to another bidder or cancel the bid procedure.

15. Cancellation of the Bids procedure

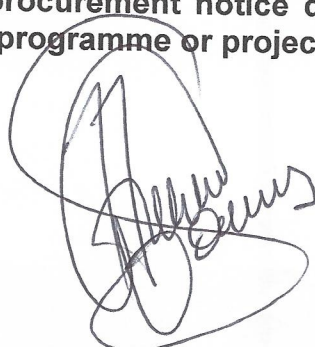
In the event of cancellation of the bid procedure, bidders will be notified of the cancellation by the Contracting Authority. If the bid procedure is cancelled before the envelopes of any bid has been opened, the unopened and sealed envelopes will be returned to the bidders

Cancellation may occur when:

- The bid procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile bid has been received or there is no response at all;
- Exceptional circumstances or *force majeure* render normal performance of the contract impossible;
- All technically compliant bids exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition

In no event shall the Contracting Authority be liable for any damages whatsoever, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages.

NB: The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.

A handwritten signature in black ink, appearing to be 'M. B. B.', is written over a large, faint circular stamp or watermark.