


<p>Request for Quotation</p> <p>MPP005-RFQ14</p>	
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REQUEST FOR A QUOTATION TO CONDUCT NON-ACCREDITED TRAINING, IN FIRST AID TRAINING.

Procurement Less than R200 000 (Including Vat)
(For publication on the THALEDA website and Notice Boards)

Thaba Chweu Local Economic Development Agency (THALEDA) request your quotation on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation.

ADVERTISEMENT DATE	05 January 2015
DEPARTMENT	Projects
RFQ NUMBER:	MPP005-RFQ14
DESCRIPTION OF GOODS /SERVICES	Training of 20 People in First Aid
DESCRIPTION OF PROJECT	<u>MASHISHING COMMUNITY PARK:</u> Construction of the ablution facility with water reticulation and electrification of the park. Building the wall and picnic spot, children's corner, control gate, construction of reception area with kitchen. A performing arena, Land scape and Greening the area.
COMPULSORY REQUIREMENTS	See conditions page
SUBMISSION OF QUOTES	<u>THALEDA offices Tender Box</u> Office number 69 Main Street Sabie 1260
TIME AND CLOSING DATE:	12H00 16 January 2015
ENQUIRIES	Mr Jean Mantsengwane Tel: 013-764-3153 Fax: 013-764- 2614 info@thaleda.co.za

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) and the Municipal Finance Management Act no 56 of the 2003.

Compulsory requirements

1. Failure to provide an original tax clearance certificate will result in the quotation being disqualified. Please note that copies of tax clearance certificates are not valid as per SARS requirements, they will not be accepted by THALEDA.
2. The quotation page must be signed. If you are using your own format on your company's letterhead to quote, please ensure that the quotation is signed.
3. A certified copy of the B-BBEE status Level Verification Certificate must be attached, if not attached no points for B-BBEE will be awarded.
4. All prices alteration must be signed for by the Bidder confirming that such changes were made by the Bidder.
5. Please note that price change without a signature will lead to the disqualification of the quotation submitted.
6. Certified copy of accreditation.
7. Certified copy of affiliation or candidate registration number.
8. The attached declaration of interest **FORM THA001-AF14** must be completed and submitted with the quotation. If Annexure A is incomplete or not attached the quotation will be disqualified.
9. No copies will be accepted of the **THA001-AF14** form, it must be submitted in its original form and it must be dated within the quotation period.

I herewith confirm that I have read and understood the abovementioned requirements.

Signature_____

Name_____

Conditions

1. All goods or services purchased will be subject to THALEDA's SCM Policy and Procedures. A copy of said conditions is available upon request from THALEDA offices. Office number 69 Main Street Sabie 1260.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the THALEDA's Quotation process for the procurement of goods and/or services, it will be advantageous for vendors to be registered with the Thaba Chweu Local Municipality.
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as NON VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and levy related to customs and excise.
7. Quantities are given in good faith and without commitment to THALEDA. THALEDA reserves the right to increase or reduce the quantity to be in line with the set threshold for quotation prescribed in the SCM Policy.
8. THALEDA does not take responsibility for any quotation to be submitted at the wrong address.
9. All bidders to submit valid and up to date statements of Municipal utility bills, (Rates and Taxes).

I herewith confirm that I have read and understood the abovementioned requirements.

Signature_____

Name_____

Additional compulsory requirements.

- Certified copy of accreditation or candidate registration number.
- Company profile
- Two contactable reference numbers.
- Valid original Tax Clearance Certificate.
- Valid B-BBEE certificate accredited by SANAS

FORM THA001-AF14 DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state.
- 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 evaluation/adjudication authority and/or take an oath declaring his/her interest.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 Vat Registration Number:

3.6 Are you presently in the service of the state? **YES / NO**

3.6.1 If so, furnish particulars.

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.....

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

3.7.1 If so, furnish particulars

.....
.....

3.8 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**

3.8.1 If so, furnish particulars

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

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.....

3.10 Are any of the company’s directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars

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.....

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

3.11.1 If so, furnish particulars

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DECLARATION / CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.
I ACCEPT THAT THE AGENCY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Position

.....

Date

.....

Name of Bidder

MSCM Regulations: “in 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.

Request for Quotation

MPP004-RFQ14



BIDDER: _____

TEL: _____

FAX _____

Submission Deadline: 16 January 2015

Submission Time: 12H00

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
MPP005-RFQ14	05 January 2015
CONTACT PERSON	
NAME:	Jean Mantsengwane
TEL NR:	013 – 764- 3153
FAX NR:	013 – 764 – 2614

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:

PRICE/S TO BE VAT EXCLUSIVE

Please submit all quotations to the address stated above RFQ's above R30 000 to a maximum of R200 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Points will be allocated as follows:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Request for Quotation

MPP005-RFQ14



SIGNATURE OF BIDDER	
CAPACITY	

REQUEST FOR QUOTATION (RFQ) NUMBER: MPP003-RFQ14

Delivery Address:

Item No.	Description	Date required	Delivery period (Specify the No. of days/weeks)	Price per (Services) (Excluding Vat)	Total (Excluding Vat)
20 People	First Aid Course	16 January 2015		R	R
NB any and all alterations must be signed for by the bidder confirming that such alteration was made by the bidder. Please note that price change without signature will be disqualified.				R	R

Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to THALEDA.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

<p>Request for Quotation</p> <p>MPP005-RFQ14</p>	 <p>THALEDA Thaba Chweu Local Economic Development Agency</p>
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REQUEST FOR A QUOTATION TO CONDUCT NON-ACCREDITED TRAINING, IN FIRST AID TRAINING.

TERMS OF REFERENCE

Thaba Chweu Local Economic Development Agency (**THALEDA**) is looking for an organization or accredited training firm to provide training that is designed to assist the participants with Emergency protocols that needs to be followed to ensure that the correct and legal first aid is given when responding to any emergency situation and to ensure they can administer the essential lifesaving skills required. **The course outline should amongst others over the following:**

- Understanding the Laws of First Aid.
- Providing CPR.
- Understanding potential hazards in the work environment.
- To ensure the participants knows how to treat wounds and stop bleeding.
- Identify potential poisons at work and home.
- Ensure the learner knows what First Aid is required for the different types of injuries.
- Ensure the participants know the correct equipment and safety precautions to use when administering First Aid.

Please Note:

THALEDA reserves the right to reasonably modify these terms at any time, with prior notice and you agree to abide by the most recent version.

THALEDA reserves the right not to accept as a whole or in part of any quotation and does not bind itself to accept the lowest quote.