

**WESKUS DISTRIKSMUNISIPALITEIT  
WEST COAST DISTRICT MUNICIPALITY**



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: SERVICE PROVIDER NEEDED FOR TRAINING OF TRACTOR OR ROLLER OPERATOR**

**QUOTATION REFERENCE: 6/5/2/111/C**

Kindly furnish us with a written quotation as per attached specifications:

Specification enquiries can be directed to **Ms T Steinmann at 022 433 8455**

The quotation must be clearly endorsed/marked with **Reference number: 6/5/2/111/C – Training** and submitted on the letterhead of your business and can either be faxed, e-mailed or delivered by hand not later than **12:00, Wednesday, 17 November 2021** to:

Supply Chain Management Office, West Coast District Municipality, 58 Long Street, Moorreesburg . Fax: 086 652 7690 or E-mail to [scm@wcdm.co.za](mailto:scm@wcdm.co.za)

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Please note that the attachment limit per e-mail is 8 mega bites (MB). Service providers are free to divide emails into smaller attachments. Only fully submitted quotations will be considered at date and time of closing.
- It is expected of all prospective service providers who are not yet registered on the Central Supplier Database (**CSD**) to register without delay.
- The Municipality reserves the right not to award formal written price quotations to prospective suppliers who are not registered on the Database (CSD). Service providers to submit proof of registration on the CSD with quotation submissions
- The prospective Service providers attention is drawn to the following list of forms and other documents that need to be completed and submitted with his/her quotation documents:
  - a) Declaration of Interest (**MBD4**)
  - b) Declaration in terms of Clause 112(1)(l) of the Municipal Finance Act, Act No 56 of 2003 (**MBD8**).

c) **Bidder should provide a valid tax clearance certificate or tax compliance status PIN to enable the municipality to verify the bidder tax clearance status.**

d) Proof of registration for VAT (if applicable)

e) Certificate of independent determination (MBD9)

f) A original and valid B-BBEE Verification Certificate or certified copies

- In terms of Clause 112(1)(l) of the Municipal Finance Management Act, Act No 56 of 2003, persons who were convicted for fraud or corruption or who wilfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Bidder shall submit a sworn statement, a declaration of bidder's past Supply Chain Management practices to this effect (MBD8).
- **The quotation must be completed in black ink and any corrections to the official quotation from must be made in Black ink and signed by the bidder. Any quotation received with correction fluid (Tippex) corrections shall be disqualified.**
- Tenders that are not clearly endorsed, or which are received after the closing time and date will not be considered.
- The bid documents should be carefully completed and no errors will be condoned after bids have been opened.
- The fact and action of handing in a quotation to the Council is accepted as a contract between the Council and the Bidder whereby such a quotation remains valid and available for a period of thirty (30) days, calculated from the closing date as advertised for the quotation, for acceptance or non-acceptance by the Council. The bidder undertakes not to withdraw, or alter, the quotation during this period.
- Notice of acceptance of the quotation by the Municipal Manager will be considered as a binding contract with effect from the date of such notice.
- The Council does not bind itself to accept the lowest or any, quotation and reserves the right to accept any quotation in whole or part.
- **The bidder will be liable to take out forward cover to barricade him/her against fluctuations of the exchange rate in the event of importing any component, related to the quotation, from any country dealing in currency other than that of South Africa.**
- Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer 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 and/or take an oath declaring his/her interest. A declaration of interest form must be completed and submitted to this effect **(MBD4)**
- A certificate of independent determination **(MBD9)** must be completed and submitted with your quotation. This is to inform bidders about the illegality of bid rigging and the penalties applicable to enterprises found to have engaged in such practices and the possible investigations and imposition of administrative penalties by the Competition Commission.
- The bid of any person who canvasses or solicits, or causes to be canvassed or solicited, the support of any person employed by or in the service of the Employer or of the Agent, Consulting Engineer in favour of his/her offer will not be considered.

- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2017. The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20 (**MBD6.1**) must be scrutinized, completed and submitted together with your quotation.
- Bidders wishing to benefit from it must submit a original and valid B-BBEE Verification Certificate or certified copies thereof from a Verification Agency accredited by the South African Accreditation System (SANAS) or sworn affidavit as prescribed by Department of Trade and Industry together with the quotation. Failure to submit the abovementioned will result in the bidder only receiving the applicable points for price. The Municipality reserves the right to request proof of empowerment.
- A valid tax clearance certificate, issued by the South African Revenue Services (SARS), must accompany your quotation or the bidder should provide the PIN that can be shared with third parties to enable third parties to verify or confirm the tax compliance status of the bidder to whom the PIN belongs. Official purchase order will only be placed against provision of tax clearance certificate or master registration number or tax compliance status PIN.
- Transaction will be subject to General Conditions of Contract (GCC).
- The Preference Points claim form in terms of the Preferential Procurement Regulations 2017, 80/20, Tax Clearance Certificate Requirements, SARS Application for Tax Clearance Certificate, Declaration of bidder's Past Supply Chain Management practices, Certificate of Independent Bid Determination, Certificate for Local Production and Content, General Conditions of Contract and the Declaration of Interest can be downloaded from : [www.westcoastdm.co.za/tenders](http://www.westcoastdm.co.za/tenders)
- The successful provider will be the one scoring the highest points.

**NB: No quotations will be considered from persons in the service of the state**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully



**SUPPLY CHAIN MANAGEMENT OFFICE**

**TEL: 022 433 8400**

**E-MAIL: [scm@wcdm.co.za](mailto:scm@wcdm.co.za)**

**09 November 2021**

## **SPESIFIKASIE / SPECIFICATION**

<b><u>Besonderhede/Description</u></b>	
<b><u>Tractor / roller operator</u></b>	
<b>1. <u>BACKGROUND</u></b>	
West Coast DM wishes to render the services of a suitably training provider for the presentation of training with regards to:	
TRAINING COURSE NAME	1. Operate a tractor 2. Conducting advanced roller operations
SAQA ID (if accredited)	1. 262804 2. 117032 <b>OR similar units</b>
<b>2. <u>PURPOSE OF TRAINING</u></b>	
2.1	Learner should be able to operate a tractor by understanding the functions of starting, shutting down and operating procedures for the machine.
2.2	Learner should demonstrate knowledge of the functions of self-propelled rollers and of compaction by rolling, planning and preparing for roller operations, applying concepts of road anatomy, manoeuvre and control roller on site, use roller to compact materials and move roller from site to site.
<b>3. <u>COURSE OUTLINE</u></b>	
3.1	Demonstrating knowledge of the functions of a tractor.
3.2	Planning for work activities and prepare work area.
3.3	Starting and shutting down tractor.
3.4	Operating tractor.
3.5	Transporting tractor to and from site.
3.6	Plan work activity.
3.7	Prepare work area.
3.8	Apply concepts of road anatomy.
3.9	Conduct material compaction processes.
3.10	Move roller from site to site
<b>4. <u>TARGET AUDIENCE</u></b>	
Roads personnel: 6 officials	

5. **DURATION**

Providers must specify how many days will be needed for training

6. **LANGUAGE OF TRAINING**

Training must be presented in Afrikaans / English

7. **METHODOLOGY**

Apply adult learning principles through:

Training Method(s)	Mark with a ✓
Facilitation	✓
Demonstration	✓
Practical	✓

8. **PRICING**

- 8.1 A unit rate per learner should be provided;
- 8.2 Include the rate for laminated Certificates; and operators cards
- 8.3 The price should include all costs (i.e. training material, stationery, travel and accommodation of facilitator, certification).
- 8.4 Prices must include VAT;
- 8.5 The supplier shall furnish the Municipality with an original detailed invoice **after** training is completed and the documents mentioned below in 9.5 to 9.8 have been submitted to the Municipality (Training and Development section).
- 8.6 **Validation of Certificates: Open-ended Competency Certificates – No expiry dates (important)**

9. **OTHER [IMPORTANT]**

The following must be submitted with the quotation:

- 9.1 At least two (2) contactable references where the same training was conducted;
- 9.2 A detailed curriculum vitae of the facilitator / trainer;
- 9.3 A detailed schedule / outline of the course per day;
- 9.4 Proof of accreditation for specified SAQA unit standard;

**The following must be provided within one week from completion date of training for short courses and within one month from completion date for accredited training:**

- 9.5 Attendance registers on completion of course;
- 9.6 Copy of completed evaluation forms (by attendees) with regards to the training course;
- 9.7 Final report and if necessary recommendations on completion of courses or development areas
- 9.8 Laminated Certificates / operators cards detailing that it is open-ended (no expiry dates).

Enquiries can be directed to Thelma Steinmann – 022 433 8455