

# RATLOU LOCAL MUNICIPALITY

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Madibogo  
2772

## Office of the Municipal Manager

### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	: FACILITATION OF STRATEGIC PLANNING SESSION (15 – 17 November 2017)
TENDER NO	: NW381/PAD10-IDP-OCT/2017/2018
DATE PUBLISHED	: 11 October 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 20 October 2017
TIME	: 11H00a.m
SUBMISSION ADDRESS	: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

**NB No copies of certified copies will be accepted.  
All certified copies should not be more than three months from the date of the advertisement.**

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).

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- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

**N.B** Failure to comply with these conditions may invalidate your offer.

### SCOPE OF WORK

<b>Department</b>	Town Planning & Development
<b>Description of Services</b>	<ul style="list-style-type: none"> <li>✓ The successful service provider must facilitate the compilation of the strategic plan for the next financial years based on the approved IDP, National and Provincial Priorities and the current SDBIP;</li> <li>✓ Analysis of the performance on the previous year SDBIP to establish the impact on the achievements of the targets set within the latest approved Strategic Plan;</li> <li>✓ The vision and mission must be reviewed as well as focus points and strategic goals;</li> <li>✓ Alignment between the Strategic Plan and the approved SDBIP;</li> <li>✓ The session will be conducted in three (3) days' workshop; the service provider will be informed of the venue by the Municipality.</li> <li>✓ Service provider must provide own resources, equipment for the facilitation of workshop;</li> <li>✓ Ensure alignment of the strategic plan to the NW 5 Pillars (ACT, VTSD, RHR, Setsokotsane &amp; Saamwerk), other priorities of National and Provincial Government including but not limited to the National Development Plan;</li> <li>✓ Development of a Situational Analysis for the Municipality</li> <li>✓ Development of Agenda for Session</li> <li>✓ Close up report for Council adoption</li> </ul>

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**FUNCTIONALITY**

**Confirmation Letters of similar Work Conducted – (Confirmation letter should be in a letter head of your previous client) 50**



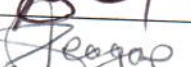

- 5 Confirmation letters and more 50
- 4 Confirmation letter 40
- 3 Confirmation letter 40
- 2 Confirmation letters 30
- 1 Confirmation letters 20
- 5

**The service providers experience of similar or relevant work within a municipal environment (50)**

- Years of experience
- 7 and above 50
- 4 – 6 Years of experience 35
- 2 - 4Years of experience 10
- 1 – 2 Years of experience 05
- 00 Years of experience 00

**NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.**

**MEMBERS OF THE SPECIFICATION COMMITTEE**

NAME & SURNAME	DESIGNATION	SIGNATURE
C. Tjale	Chairperson	
T. Seleke	Member	
K. Phutieagae	Member	
Job Matlhoko	Requesting Department	

**Approved /-Disapproved-**

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**PATIENCE LEKGETHO  
 ACTING MUNICIPAL MANAGER**