

RATLOU LOCAL MUNICIPALITY

Administrator:
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Office of the Administrator

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 FOR RATLOU COUNCILLORS
TENDER NO	NW381/ADMIN/31102019
DATE PUBLISHED	29 JANUARY 2020
BRIEFING SESSION	N/A
CLOSING DATE	07 FEBRUARY 2020
TIME	11H00a.m
SUBMISSION ADDRESS	RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

BACKGROUND

Ratlou Local Municipality has been placed under Section 139 (1) (b) of the Constitution by EXCO Resolution of the North West 6th Administration.

The Administrator was appointed and the terms of reference amongst others include:

- I. Facilitate the improvement of governance within the Municipal Council (Council Oversight role, relations between Council & Administration)
- II. Manage the overall administration of the municipality
- III. Facilitate recruitment of senior managers
- IV. Improving the Financial controls of the municipality, expenditure management, procurement processes, revenue enhancement and debt collection as well as addressing Auditor Generals' reports (MFMA Compliance)
- V. Improve Budget Process and compliance to MFMA requirements;
- VI. Take corrective action on irregular expenditure incurred;
- VII. Improve service delivery through facilitation of new projects, unlocking of old projects and maintenance of infrastructure;

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- VIII. Improve provisioning of water and sanitation services in consultation with NMMDM;
- IX. Ensure 100% expenditure of all conditional grants such as MIG;
- X. Attend to labour and legal matters, including to investigate and take corrective action on irregular appointment of staff and restore labour stability, outstanding disciplinary cases, if any, labour disputes, functionality of LLF, instill culture of work and discipline of workers;
- XI. Investigate all awarded contracts to establish validity and legitimacy thereof, and terminate those that are not legitimate in terms of applicable regulations;
- XII. Implement the support packages

Since the beginning of the intervention, it would seem not all parties that ought to be involved in remedying the situation had a common understanding of the purpose of the intervention and what it meant to achieve. The latter created an untenable situation which even led to several litigations to try and stop the intervention, which lasted about 4 months, of the 6 months intervention.

The Administrator also found several court cases which were not finalized which also derailed the municipality from discharging its duties and added to the already tense and unworkable environment. The court cases especially in relation to the Accounting Officer have been resolved, so is the litigation against the intervention after numerous engagements with councilors in an attempt to develop a close working relationship. Other outstanding issues are labour related and are continuously attended to.

Council could not agree on projects for MIG and therefore national was also threatening to withdraw the grant. The service delivery challenges remain acute especially water provision in some parts of the municipality including poor reporting, monitoring and evaluation on existing and previous MIG projects.

Taking into consideration the above, the administrator after meeting with Troika, deemed it extremely urgent to have a strategic retreat, where in Councillors will be workshopped on the terms of reference for the intervention and develop an intervention cooperation

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arrangement and plan that will accommodate all role players and define their roles and responsibilities.

It will outline specific objectives, activities and deliverables, with time frames and an exit plan to ensure that once the intervention come to an end, the municipality is able to run on its own and with minimal support from the province.

The Administrator would like to hold a Strategic Planning Session in order to address the above and develop a Turnaround strategy that will be owned by Council and its functionaries.

What the Strategic Planning will also do is to:

- Look at the IDP Review process and align the objectives if necessary;
- Links, integrated and co-ordinate plans and take into account proposals for the development of the municipality;
- Aligns resources and capacity of the municipality with the implementation of the plan;
- Review policies and strategies where applicable

1. Invitation to Bid

The municipality therefore invites bids from Service Providers with a Competent Facilitator to facilitate the Strategic Planning Session and Compile a report. The Company/Facilitator must be someone who has a good understanding of Municipal Governance, Intergovernmental Relations and Section 139 or 100 interventions. Proposals must clearly indicate how the assignment will be carried out to the satisfaction of the Municipality.

2. Evaluation of Bids

A two stages bid evaluation process will be followed. In the first stage, bidders will be assessed through functionality, while qualifying bidders, will proceed to the second stage of evaluation using 80/20 bid evaluation criteria.

Only bidders who score above 70% in the first stage will be considered for the second stage of Evaluation Criteria (80/20)

3.1 Functionality Evaluation

Evaluation Criteria	Description		Maximum Number of Points
Methodology	A clear responsive methodology that shows that the bidder understands the terms of reference, including reference to strategic planning tools and programmes	20	20

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	A partial responsive methodology that demonstrate limited understanding of the terms of reference	10	
	A non-responsive bid, indicating that the bidder does not understand the terms of reference	0	
Experience in Facilitating Strategic Planning Session	7 or more Strategic Planning Sessions	30	30
	5 – 6 Strategic Planning Sessions	20	
	4 – 5 Strategic Planning Sessions	10	
	1 – 3 Strategic Planning Sessions	5	
	0	0	
Experience in Understanding Sec 139/100 interventions	5 or more IDPs	15	15
	3 – 4 IDPs	10	
	1 – 2 IDPs	5	
	0	0	
Experience & understanding of municipal governance & intergovernmental issues	5 or more Governance & IGR	15	15
	3 – 4 Governance & IGR	10	
	1 – 2 Governance & IGR	5	
	0	0	
Qualifications of the Facilitator	Masters Degree in Public Administration, Law, Commerce or related field	20	20
	Honours Public Administration, Law, Commerce or related field	15	
	Bachelors Public Administration, Law, Commerce or related field	10	
	Diploma Public Administration, Law, Commerce or related field	5	
	No Qualifications	0	

Bidders who score less than 70% in the criteria above, will be automatically disqualified, and those scoring more than 70% will be further assessed through 80/20 criteria.

3. Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18

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3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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:

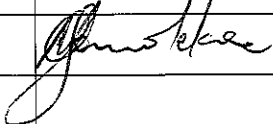
- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation 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.

DATE: 13 – 14 February 2020
VENUE: North West Province
Arrival Date: 12 February 2020
Departure Date: 14th February 2020

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MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
Mooketsi Shomolekae	Chairperson	
Letsholo Tselapedi	Member	
Job Matlhoko	Requesting Department	