

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

P.O Box 1134
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations.

Notification date: 11/07/2019

**ADVERTISEMENT-RFP NO: 12/07/2019
BID COMMITTEE TRAINING**

Ntinga O.R. Tambo Development Agency SOC LTD requires registered, qualified and experienced SETA accredited service providers to submit detailed Proposals for the provision of in-house Bid Committee training at Unit Standard 337061 for 16 employees at NQF Level 5 for the period of 5 days.

The minimum specifications, scope of work and guidelines are detailed on the terms of references available for download at www.ntinga.org.za and will also be available on request from the Supply Chain Management Office A8.

Note: Quotation must include a detailed breakdown of all costs involved in the provision of the service.

Terms and conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with Preferential Procurement Policy Framework Act.
- The quotation should include company registration number, Central Supplier Database (CSD) report, tax reference number, valid tax clearance certificate, certified copy of ID document, vat registration no, quotation validity period, delivery period, signature and MDB 4 Document. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE AND WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of Broad Based Black Economic Empowerment Certification should be attached if not attached your quotation will score zero for preference points.
- **DELIVERY IS EXPECTED WITHIN 7 DAYS UPON THE SUPPLIER RECEIVING NTINGA OFFICIAL PURCHASE ORDER.**

Quotations clearly marked "RFP 12/07/2019 BID COMMITTEE TRAINING " may be emailed to rfq@ntinga.org.za or may be deposited in a Bid Box located outside Ntinga Reception. Address: Old Government Printers, No.05 Textile Road, Southernwood, Mthatha 5099. Late quotations will not be considered. **Closing Date: Friday, 19 July 2019 at 12:00. For enquiries please contact Ms. A Njemla at 047 531 0346 or by email: abongilen@ntinga.org.za**

Approved by;

M. Mpatheni-Chief Financial Officer (Acting)

11/07/2019

Date

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M.Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. L.Mbiko (Acting CEO)
Company Secretary: Ms. N. Mningiswa

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Specific Outcomes and Deliverables – Bid Committee

SPECIFIC OUTCOME 1

Discuss elements of the Supply Chain Management model that apply to the bid committee system.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The elements of a relevant Supply Chain Management model are analysed with reference to how the different bid committees relate to the elements.

ASSESSMENT CRITERION RANGE

Elements include, but are not limited to:

- Demand, acquisition, logistics, disposal, risk and performance management.

ASSESSMENT CRITERION 2

The role players in the bid committee system are identified with reference to their roles, impact and relevance on the committees.

ASSESSMENT CRITERION RANGE

Role players may include, but are not limited to:

- End Users, Supply Chain Management Practitioners, Technical Experts, Delegated Officials, Senior Managers, Legal Experts, Auditors, Accounting Officers, Chief Financial Officers and Advisers.

SPECIFIC OUTCOME 2

Apply knowledge of the applicable regulatory framework to ensure compliance.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The regulatory framework applicable to the bid committee system in a particular Organ of State is identified and an indication is given of how each legislation and/or prescript regulates the decision making of a committee.

ASSESSMENT CRITERION RANGE

The regulatory environment may include, but is not limited to:

- The Constitution of the Republic of South Africa, Public Finance Management Act, Municipal Finance Management Act, Preferential Procurement Policy Framework Act, Broad-Based Black Economic Empowerment Act, Construction Industry Development Board Act and relevant practice notes, circulars and guides.

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Ms. N.D.A. Ngewu; Mr. M.M. Pupuna; Mr. L.Mbiko (Acting CEO)
Company Secretary: Ms. N. Mningiswa

SPECIFIC OUTCOME 3

Discuss the importance of ethical conduct in the bid committee process.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Codes of Conduct relating to the bid committee process are analysed and applied to describe the behaviour required of a member of a bid committee.

ASSESSMENT CRITERION 2

The rationale for a Code of Conduct is explained with reference to the benefits and consequences in cases of abuse.

SPECIFIC OUTCOME 4

Apply knowledge of the functions of the Bid Specification Committee.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Recommendations for the composition of a Bid Specification committee are made that reflect the specific commodity to be procured and legislative requirements.

ASSESSMENT CRITERION 2

Knowledge of the functions of a Specification Committee is applied to prepare a bid invitation.

ASSESSMENT CRITERION RANGE

The bid invitation may include, but is not limited to:

- Technical specifications, bid special conditions of contract, goals and points in terms of the Preferential Procurement Policy Framework Act, evaluation criteria, ratio split between price and functionality for the appointment of consultants, market research, available funds, life cycle costing, total cost of ownership, (procurement threshold value), procurement methods, sourcing strategies, inspection requirements and compulsory pre-bid or briefing meetings.

SPECIFIC OUTCOME 5

Apply knowledge of the functions of the Bid Evaluation Committee.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Recommendations for the composition of a Bid Evaluation Committee are made and substantiated for a specific commodity.

ASSESSMENT CRITERION 2

Standard bidding documents are checked for completeness against predetermined criteria for a specific commodity.

ASSESSMENT CRITERION 3

A bid is evaluated against a specification or terms of reference, relevant legislation, the General Conditions of Contract, Specific Conditions of Contract and other predetermined criteria.

ASSESSMENT CRITERION 4

A bid is evaluated in terms of the capacity and capability of a bidder.

ASSESSMENT CRITERION 5

A counter proposal is evaluated for acceptability to the Organ of State.

ASSESSMENT CRITERION 6

A recommendation for award is made and substantiated in the format required by a specific Organ of State.

ASSESSMENT CRITERION RANGE

Recommendations include, but are not limited to:

- A comparative schedule of preferential points scored by each bidder, availability of funds, declaration of interests, whether bidders are restricted or not, motivation for passing over a bidder and tax matters.

SPECIFIC OUTCOME 6

Apply knowledge of the functions of the Bid Adjudication Committee.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

Recommendations for the composition of a Bid Adjudication Committee are made and substantiated based on prescribed guidelines.

ASSESSMENT CRITERION 2

The powers of a Bid Adjudication committee in making decisions are discussed with reference to the implications and consequences of the committee's decisions.

ASSESSMENT CRITERION 3

Recommendations from a Bid Evaluation Committee are scrutinized for fairness, correctness and compliance with predetermined criteria.

ASSESSMENT CRITERION 4

The importance of members declaring own interests is discussed with reference to the consequences of neglecting to disclose for the member and the Organ of State.

ASSESSMENT CRITERION 5

The Code of conduct for the Adjudication Committee is analysed to determine compliance to meeting procedure.

ASSESSMENT CRITERION 6

Recommendations are made and reported to the relevant authorities.

ASSESSMENT CRITERION RANGE

Relevant authorities may include, but are not limited to:

- The Accounting Officer, National (State) or Provincial Treasury, Chief Executive Officer, Municipal Councils, Accounting Authorities and the Auditor General.

Signed by



Ms A. Njemla
SDF

Approved by



Mr S. Matu

Human Capital Manager