

05 July 2016

TERMS OF REFERENCE

Appointment of a service provider/s to assist SALGA North West with the following
TRAINING INTERVENTIONS PROGRAMME

Equity to Organisational Transformation (SAQA US ID 116927) NQF Level 5 and
Change Management in the Workplace (SAQA US ID 115407) NQF Level 5
(THE TWO UNIT STANDARDS INTEGRATED)

BID: SALGA RFQ/10 -NW/2016

CLOSING DATE: 29 July 2016 (12H00)
TENDERS CAN BE DEPOSITED IN THE TENDER BOX AT THE RECEPTION AT:

SALGA NORTH WEST OFFICE

SUITE 400, 4TH FLOOR
JADE SQUARE
CNR MARGARETHA PRINSLOO & OR TAMBO STREET
KLERKSDORP 2570

1. INTRODUCTION

SALGA is a unique independent association of municipalities in South Africa recognized in terms of Section 163 of the Constitution of the Republic of South Africa as a Schedule 3A public entity. Our vision is to be an association of municipalities that is at the cutting edge of quality and sustainable services.

2. PURPOSE

The South African Local Government Association in the North West Province requires service of SETA Accredited Training provider/s (LGSETA) to facilitate training on training intervention programmes for North West member municipalities, the details are as follows:

2.1 Equity to Organisational Transformation (SAQA US ID 116927) NQF Level 5 and Change Management in the Workplace (SAQA US ID 115407) NQF Level 5 (THE TWO UNIT STANDARDS INTEGRATED)

= Fourty Six (46) Senior Municipal Officials/Practitioners

3. BACKGROUND

SALGA recognizes that if it is to realize its vision, it must nurture and constantly develop its winning formulae - a combination of service excellence, quality, participative management and empowerment. The organization also realizes that this will only be achieved if it continues to value and care for its member municipalities, and takes the management of employee issues and risks in the organization seriously.

4. SCOPE OF WORK

The scope of service shall cover the following:

Specific outcomes applicable on SAQA Unit Standard ID training intervention (as prescribed, determined and recommended by SAQA)

5. PROJECT OUTPUT/OUTCOMES

Service providers are required to produce the following deliverables:

A detailed project plan for the implementation of this project. The project plan should provide a clear overview of timelines/duration ie. start and end date (duration) of the training, milestones, roles and responsibilities.

Prospective bidders must be ready to render training services at North West Province at the venue, time and date to be determined by SALGA North Wes.

6. REPORTING REQUIREMENTS

Prospective bidders shall provide reports to SALGA North West Fourteen (14) working days after the implementation of the training intervention. The reports should be comprehensive and accurate with interpretation of trends, problem profiles and possible interventions.

7. EVALUATION METHODOLOGY (matrix)

8. MANAGEMENT EXPERIENCE

Service providers will be expected to provide their management profiles with references including the case manager assigned to deal with SALGA.

9. COMPANY EXPERIENCE

Prospective bidders are required to provide proof/evidence that they have facilitated or performed similar project in the previous five (5) years accompanied by correspondence from three (3) contactable references. Knowledge about Local government challenges and SALGA requirements will be an advantage.

10. ACCREDITATION AND RELEVANT QUALIFICATIONS

Prospective bidders must provide CV's of their facilitators, legal and financial advisers with their relevant tertiary qualifications and proof of registration with the relevant accredited bodies.

11. COST/PRICING

Prospective bidders must provide a quote regarding the work to be undertaken for this project. The cost must be VAT inclusive and should be quoted according to the South African currency (i.e. Rand). The

price should be per participant

12.EVALUATION OF BIDS

The following evaluation method will be used:

After the closing date of the bid invitation, an appointed evaluation committee of SALGA Officials and possibly other external parties will evaluate the proposals of the bidders. The Committee will evaluate each of the bid proposals received against the appointed criteria as provided for in the Preferential Procurement Policy Framework Act 2005(As amended to BBBEE)

Bids will be evaluated on an 80/20 point system as outlined in the PPPFA.

The received proposals will be evaluated in three phases:

Phase 1: Bidders will be evaluated based on functionality in terms of the evaluation criteria. The minimum threshold is 60. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for Price and B-BBEE Statues level of contribution.

Evaluation Criteria as stipulated below:

Item Number	Functionality Criteria	Weights
1	MANAGEMENT EXPERIENCE (Service providers are expected to provide their management profiles with references and including the case manager assigned for SALGA)	20
2	ACCREDITATION AND RELAVANT QUALIFICATIONS (Proof of accreditation of relevant statutory bodies. e.g. LGSETA)	40
3	COMPANY EXPERIENCE (provide at least three (3) contactable) references in similar project or experience)	20
4	PROJECT PLAN (Project planning, understanding of TOR clear methodology)	20
	Total	100

Phase 2: Price

Price will be converted to 80 using the formula prescribed in the 80/20 point system.

Phase 3: B-BBEE Status Level of Contribution

The remaining 20 points will be allocated 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 Statues Level of Contributor	Number of Points (80/20 System)
1	20
2	18

3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0
Phase 2 (Summary of the Final Evaluation Process)	
Price	80
BBBEE Status Level of Contribution	20

TERMS AND CONDITIONS

1. SALGA reserves the right to terminate the appointment or any part thereof; at any stage of completion should SALGA decide not to proceed with the project.
2. Should the contract between SALGA and the service provider be terminated by either party due to reasons not attributed to the service provider, the service provider will be remunerated for the appropriate portion of work completed.
3. Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
4. On completion or termination of the agreement, all materials and products must be handed over to SALGA.
5. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
6. Pricing quotations should be submitted separate from the proposal documents.
7. Separate proposals are to be submitted for each training intervention.

13. ENQUIRIES

For further information, please contact the following people:
Supply Chain queries: Ms. Hilda Phiri on 018 462-5290

Mr Thabiso Tong
Acting PM: Municipal Institutional Development (MID)
Date: 06 JULY 2016

Approved/ Not Approved /Approved With Comment

Mr Sam Makhubu
Provincial Executive Officer: North West
Date: _____

Endorse/ Un-endorse with Comment: Chief Financial Officer: Finance & Corporate Service

Mr Nceba Mqoqi
Chief Financial Officer
Date: _____