

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

DATE REQUESTED	09 March 2021
DEPARTMENT	Corporate Services
DETAILED DESCRIPTION AND / SPECIFICATIONS	<p>Employee Grow to Care workshops</p> <p>The MBDA has been working with the Care and Growth concepts for approximately 12 -14 months. We have trained our leadership of managers and supervisors on the Care and Growth model in 2020 and are now embarking on the Grow to Care component for staff.</p> <p>The MBDA wishes to empower 70 employees with the same insights as our leaders have been exposed too, by introducing them to and workshoping them on the Grow to Care model.</p> <p>The main applicant or sub-contractors are invited to submit a proposal for Grow to Care workshop for 70 employees, to be conducted over 5 days with 15 participants in each session. The MBDA will provide the training venue.</p> <p>The Grow to Care workshops is aimed at specialist employees who do not have a level of sub-ordinates enabling individual, team and organizational excellence. Transforming a day-to-day experience into one of personal transformation, inclusive of the concepts of intent and benevolence, contribution, giving vs taking, building relationships and team excellence and the effect of contribution on teams.</p>

Mandela Bay Development Agency

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M Odayar, G Perumal, MR Skefile (Chairperson).

Company Secretary: M Matiwane

GENERAL CONDITIONS	<p>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</p> <p>1.2. All prices will be evaluated exclusive of VAT.</p> <p>1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database.</p> <p>1.4. It is compulsory for all potential suppliers to be registered on the NMBM Supplier Database or meet the listing criteria of the MBDA as per the 2017 SCM Policy.</p> <p>1.5. The municipality reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.</p> <p>1.6. Failure to respond according to the functionality criteria will deem your bid non-responsive.</p> <p>1.7. Quotations to be valid for 60 days from closing date</p> <p>1.8. The MBDA SCM policy will apply.</p>
CONTACT PERSON	<p>Name: Charmel Bush</p> <p>Tel: 041811 82200</p> <p>Email: formalquotes@mbda.co.za</p>

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FUNCTIONALITY CRITERIA SCORE SHEET

FUNCTIONALITY CRITERIA	
1. Relevant Experience	25
Number of years where similar system has been implemented	
a) Greater than 6 years	25
b) 3 to 6 years	15
c) 1 to 3 years	10
Supply relevant client's details and traceable references where the training has been implemented. Please complete Annexure B	
TOTAL	25

Pass 25/35

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Mandela Bay Development Agency NPC (Reg No. 2003/017900/08)
The MBDA is an entity of the Nelson Mandela Bay Municipality

INFORMATION

REQUIRED FOR FUNCTIONALITY EVALUATION
















The information required must be submitted in the following format:

COMPANY EXPERIENCE:

1. Number of years’ service provider has been operating and providing similar services as requested by the MBDA

No of years (Please include your company profile)

2. List of relevant or similar projects completed by the Main Applicant, specific to the following areas

	Project Name and Description of services provided	Project Value in R	Contract period (Start – end date)	Institution	Contact person and number for reference purposes
1.					  
2.					  
3.					  
4.					  
5.					  

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IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person)

I, the undersigned

duly authorised by

(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:

1.1 a member of –

1.1.1 any municipal council;

1.1.2 any provincial legislature; or

1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);

1.2 a member of the board of directors of any municipal entity;

1.3 an official of any municipality or municipal entity;

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- 1.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- 1.5 a member of the accounting authority of any national or provincial public entity; or
- 1.6 an employee of Parliament or a provincial legislature;

Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

SIGNED at _____ on this _____ day of _____ 20____

WITNESSES:

1. _____

2. _____

***For and on behalf of the Applicant, the
signatory being duly authorised and
warranting such authority***

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to

hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
 - (a) has been requested to submit a Proposal in response to this RFP;
 - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

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- (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a Proposal;
 - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
 - (e) submitting a Proposal with the intention not to win the award.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

Signature Date

Name of Applicant

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