

24 November 2017

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "PROFESSIONAL SERVICES FOR A QUALIFIED FACILITATOR TO CONDUCT THE STRATEGIC SESSION FOR LESEDI LOCAL MUNICIPALITY FOR TWO DAYS TO THE QUOTATION BOX SITUATED AT

RATES AND TAXES HALL (LESEDI OFFICES)

C/O LOUW AND HF VERWOERD STREET

HEIDELBERG

1438

ON OR BEFORE, 1 DECEMBER 2017 @ 12H00. ALL ENQUIRIES SHOULD BE REFERRED TO WITH REGARD TO THE SPECIFICATIONS MUST BE DIRECTED TO MS WENDY TSHABALALA @ 016 492 0043 AND REGARDING THE BIDDING PROCEDURE TO MS SIBULELO NXATHI @016 492 0202.

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

CLOSING DATE: 1 DECEMBER 2017 @12H00

SPECIFICATIONS: THE SCOPE OF WORK WILL ENTAILS:

- ❖ **Strategic objectives of the Lesedi Local Municipality;**
- ❖ **Vision and Mission;**
- ❖ **Performance Measurement;**
- ❖ **Service Delivery Budget Implementation Plan(SDBIP),Integrated Development Plan(IDP) and Orientation of (MSCOA);**
- ❖ **Auditor General's Reports;**
- ❖ **Risk Management;**
- ❖ **Development of Dashboard to track challenges, proposed resolutions and action plans.**
- ❖ **SOP and Policies review-including bi laws (high level approach)**
- ❖ **Internal controls v/s practices and King report**

- ❖ Provide a framework to facilitate resources allocation in line with priorities identified in the Organizational Business Plan and Medium Term Revenue and Expenditure Framework(MTREF);
- ❖ Build on existing capacity and improve organizational performance and identification of resources to enhance performance; and
- ❖ Identifying the internal and external environmental factors impacting on the departmental performance

THE SUITABLY QUALIFIED SERVICE PROVIDER IS REQUIRED TO:

- ❖ Design and facilitate the strategic planning process;
- ❖ Provide technical assistance and facilitation services in support of the strategic planning process;
- ❖ Do desktop review and analysis of the relevant documents to benchmark/determine the planning trends, identifying key strategic issues that the Lesedi Local Municipality need to consider to achieve its mandate;
- ❖ Design the program for the strategic session;
- ❖ Facilitation and documentation of the strategic planning process that will result in the production of the implementation strategic plan;
- ❖ Preparation of the strategic planning workshop report and;
- ❖ The development of an organizational strategy implementation plan in line with the Lesedi Local Municipality's business plan.

THE STRATEGIC PLANNING FACILITATION PROPOSAL SHOULD INCLUDE:

- ❖ Service provider profile;
- ❖ Service provider knowledge and understanding of the Lesedi Local Municipality's mandate, strategic objectives and operating environment;
- ❖ Methodology to be employed in the delivery on this assignment;
- ❖ Detailed and supporting evidence of prior relevant experience of completing similar assignments and;
- ❖ Detailed curriculum vitae (CV's) of the team that will complete the assignment.

EVALUATION CRITERIA FOR FUNCTIONALITY

No.	Functionality	Weighting
1	Experience for the proposed Facilitator.	
	CV Outline experience more than 10 years	20 Points
	CV Outline experience between 6-10 years	15 Points
	CV Outline experience between 3-5years	5 Points
2	Qualification for the proposed Facilitator	
	Master's Degree	20 Points
	Honors Degree	15 Points
	Degree or Diploma	10 Points
3	Company experience in organizational strategic sessions facilitation : Submit reference letters not older than 5 years from current or previous clients demonstrating satisfactory completion of projects in terms of time and quality	
	5 and more reference letters	40 Points
	3-4 reference letters	30 Points
	1-2 reference letter	15 Points
	no reference letters	0 Points
4	Number of years the company has been in existence	
	More than 10 years	20 Points
	5 years up to 10 years	15 Points
	1 year up to 4 years	10 Points

	Less than 1 year	0 Points	
Total Points For Functionality			100

NB: Only bidders that score 70 points and above on functionality evaluation will be evaluated further in terms of and administrative compliance and MFMA.(Price and Preference Points)

Name of Company: _____

Fax: _____

Telephone: _____

Date: _____

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Tax Pin from SARS must be submitted(Municipality will do tax verification)
- Forms listed below (Evaluation Criteria)
- Latest municipal account / Clearance Certificate for Water and Lights
- Individual Tax Reference Numbers of all directors/owners/partners must be submitted.
- CSD Report

EVALUATION CRITERIA: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD 2, MBD4, MBD 6.1 MBD 8 MBD 9 and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: www.lesedilm.gov.za/key/scm MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complains must be lodged within 14 days and in writing to the municipal manager's office

NB: Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points. All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link:business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.

NB: ANY BIDDER WHO ARE INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO