

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 FIVE DAYS TO THE QUOTATION BOX SITUATED AT:

RATES AND TAXES HALL (LESEDI OFFICES)
C/O LOUW AND HF VERWOERD STREET
HEIDELBERG
1438

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: 01 DECEMBER 2016 @12H00

SPECIFICATIONS: THE SCOPE OF WORK WILL ENTAIL:

- ❖ 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	20	
	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
	CV Outline experience less than 3 years		0 Points
2	Qualification for the proposed Facilitator	20	
	Master's Degree		20 Points
	Honors Degree		15 Points
	Degree or Diploma		10 Points
	Other		0 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	40	
	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	20	
	More than 10 years		20 Points
	5 years up to 10 years		15 Points
	1 year up to 4 years		10 Points



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

	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:

- Original tax clearance certificate/Pin Provided by SARS
- MBD Forms listed below (Evaluation Criteria)
- Latest municipal account / Clearance Certificate for Water and Lights)
- CSD Registration 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 objectives and complaints must be lodged within 14 days and in writing to the municipal manager's office**

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