



ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
13 April 2021	N. Baleni 079 890 4517	PSJLM - 2020/21 Ref 45	21- 04- 2021 @11:00 AM

ADVERT FOR APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING OF FOUR TEAM LEADERS ON BASIC SUPERVISORY SKILLS.

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Advert for appointment of a service provider to conduct training of four team leaders on basic supervisory skills.**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O.Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **21-04 -2021 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1 Form obtainable from SCM office or on google and MBD 4 Form**
- i) Attach Rates clearance statement which is not letter than 60 days obtained from your respective Municipality or lease agreement. If exempted please attach letter of exemption from your respective Municipality's revenue office to proof that the bidder as per the Municipality's valuation roll does not own any property.
- j) Attach Compliance Tax Pin for verification on SARS website
- k) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached. (Failing to attach will not lead to disqualification but will lose points of BBBEE)

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

Maximum at the BBBEE verification level = 20

TERMS OF REFERENCE FOR REPORT WRITING

- ❖ The service provider must have conducted same or similar training during the past twelve months preceding this training.
- ❖ Services provider be accredited with preferably LG SETA or Services Seta.
- ❖ Training to be conducted in Port St Johns.
- ❖ Training to take duration of two to three days.
- ❖ On completion, an NQF L 2 certificate of competence be issued.
- ❖ The service providers only quote for the training and training material for 4 learners.
- ❖ The municipality will provide for accommodation and meals for the facilitator and learners.
- ❖ The training is scheduled for the 10 – 14 May 2021.

LEARNING OUTCOMES (BY THE END OF THIS TWO DAY COURSE DELEGATES WILL BE ABLE TO:

- ❖ Understand the demands of your new position.
- ❖ Understand a proven structured approach to getting the job done better.
- ❖ Understand how applying Lean Management philosophy can help you and your organization.
- ❖ Avoid mistakes made by many new team leaders.
- ❖ Be better equipped to keep your staff, better motivated, productive and on target.
- ❖ Know your role as a supervisor.
- ❖ Understand diversity and individual differences.
- ❖ Recognized legal responsibilities as a supervisor.
- ❖ Manage an ethical workplace, handle difficult conversations.
- ❖ Use effective communication skills of active listening and questioning.
- ❖ Create a motivational environment using feedback and reinforcement to guide and motivate behavior.

NB: Training venue, catering and accommodation and meals to be sourced by the Municipality and training should take a minimum of 3 days.

Functionality Assessment

Bidders need to score minimum of 30 points in order to be evaluated for price

Evaluation Criteria	Maximum Points (55)
<u>Qualification</u> The Company must attach CV's of staff members with relevant qualifications in similar supervisory training Company must be accredited with SETA's preferably LGSETA (please attached valid certificate accredited with SETA)	10 (05 Points each) 10
<u>Methodology</u> The service provider must clearly indicate how the Training will be conducted. (attach a detailed work plan)	05
<u>Experience</u> Attach Three recommendation letters / Appointment letters signed by the Accounting Officer of value R50 000.00 and above on trainings / workshops conducted, starting contract period and contact details to verify the information)	30 (10 Points each)

Enquiries regarding this advert must be directed to Mr Koyana on 082 577 8981 during office hours

Yours in developmental local government



Mr H.T Hlazo
Municipal Manager

Date 24/03/2021