



## SUPPLY CHAIN MANAGEMENT UNIT

### ADVERTISEMENT

QUOTATION NO: 65/24/25

### FACILITATOR THE MANDENI MUNICIPALITY'S STRATEGIC PLANNING SESSIONS.

Quotations are hereby called from suitably and experienced service providers to facilitate the Mandeni municipality's strategic planning sessions as per the following specification. Bid document must be downloaded from the Municipal Website under the Quotations link.

Item	Qty	Description
1	1	<p><b>SCOPE OF WORK:</b></p> <p>The project will be expected to be finalized by 21 February 2025. The successful service provider shall deliver in terms of eight (8) broad outputs:</p> <ul style="list-style-type: none"><li>✓ Project set up and preparation of the inception report including a work plan.</li><li>✓ The inception report must be completed within two (2) weeks from the date of appointment.</li><li>✓ Conduct desktop analysis to ascertain present municipal strategic tone and current business model in order to proposed best suited to prevailing best PEST environment</li><li>✓ Facilitate the proceeding of the three days (3) Municipal Strategic Planning Sessions</li><li>✓ Ensure smooth flow between each agenda item of the programme over the 3 days.</li><li>✓ Make an overall assessment of the current IDP, performance plans, operational plans and current resolutions to inform the new strategic plan.</li></ul>

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. BA Mchunu | Cllr. M. Mthembu

		<ul style="list-style-type: none"> <li>✓ Presenting a draft strategic planning report that contains activities budget and time frames Inception meeting with the task team and management to the Municipal Manager</li> <li>✓ Presenting a final strategic planning report that contains activities budget and time frames Inception meeting with the task team and management submitted in both soft and hard colored copies.</li> </ul>
2	1	<ul style="list-style-type: none"> <li>✓ Inception Meeting with both Task Team and Management</li> <li>✓ Analysis of the Current Integrated Development Plan, Performance Management System and current Council Resolutions to inform the new Strategic Plan.</li> <li>✓ Facilitation of the Strategic Planning Session</li> <li>✓ Draft strategic planning report that contains activities budget and time frames Inception meeting with the task team and management to the Municipal Manager</li> <li>✓ Final Strategic Planning Report submitted in both soft and hard colour copies.</li> </ul>
3	5	Hard copy, designed, book bonded, A4 gloss

all bidders shall pass matrix evaluation test in order to be valued for price

No	Evaluation Matrix	Point	Means of verification	Score								
1	<p><b>Qualification of a facilitator or project manager.</b> The bidder shall furnish a qualification who will facilitate the session.</p> <table border="1"> <tr> <td>Level of education</td> <td>Degree</td> <td colspan="2">Master's degree or above</td> </tr> <tr> <td>Points</td> <td>10</td> <td colspan="2">20</td> </tr> </table>	Level of education	Degree	Master's degree or above		Points	10	20		20	Copy of qualification attached to the resume or curriculum vitae of the facilitator	
Level of education	Degree	Master's degree or above										
Points	10	20										
2.	<p><b>Experience of facilitator or project manager.</b> The bidder shall furnish a CV of a lead personnel with the list of similar job undertaken in last 5 years with references having details of persons to be contacted to verify the claims. The lead personnel shall have a minimum of a degree qualification.</p> <table border="1"> <tr> <td>Number of projects</td> <td>1</td> <td>2-3</td> <td>4 and above</td> </tr> <tr> <td>Points</td> <td>5</td> <td>10</td> <td>20</td> </tr> </table>	Number of projects	1	2-3	4 and above	Points	5	10	20	40	Résumé/CV of lead personnel with Urban and Regional Planning Development Studies or Strategic Planning or Business Administration	
Number of projects	1	2-3	4 and above									
Points	5	10	20									
3.	<p><b>Methodology.</b> Methodology and approach that will be utilised in addressing requirements of Mandeni Local Municipality (This will give the Mandeni Municipality an idea on the</p>	40	Résumé/CV of lead personnel with Urban and Regional									

	bidders understanding of the project and possible solutions).				Planning Development Studies or Strategic Planning or Business Administration		
	Level of accuracy	Poor	acceptable	Good			excellen
	Points	0	15	30			40
6.	<b>The bidder must score a minimum of 60 point to qualify to be further evaluated</b>						

**Quotations will be evaluated and adjudicated according to the following criteria:**

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state
- Council's Supply Chain Management Policy.
- Quotation must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Service providers to complete in fully all relevant MBD's (1,4,8,9) that are attached with this advert on the website.
- Minimum of 20 points on evaluation matrix
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Company registration document with CIPC and copies of directors ID
- A copy of the most recent municipal account in which the business is registered. Local municipality (rates, electricity and other) or if the bidder is a tenant then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Submit both for bidder and director. Failure to attach will lead to disqualification.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.

- Attach proof of purchase of quotation document
- Non-compliance with the above-mentioned criteria will lead to disqualification.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**FACILITATOR THE MANDENI MUNICIPALITY'S STRATEGIC PLANNING SESSIONS**": **65/24/25**" and must be deposited in the Bid Box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12h00, Thursday, the 23<sup>rd</sup> of January 2025. Late and verbal quotations will under no circumstances be considered.**

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Mr. Mbongwa and SCM enquiries to Lungisani Nduli on 032-456 8200.

  
\_\_\_\_\_  
**MR SG KHUZWAYO**  
**MUNICIPAL MANAGER**

Date: 16/01/2025