



REQUEST FOR PROPOSALS

Proposals are hereby requested from qualified and experienced service providers for the Team Building and Accommodation for Kwa Sani local municipality staff.

| Name & Description | Closing date & time |
|----------------------------------|-------------------------|
| Team Building KSM/20/Q/2014/2015 | 17 November 2014, 16H00 |

Proposals must include the following documents

- Original Valid Tax Clearance Certificate
- Certified copies of originals of company registration documents and ID documents of members
- Certified copy of BBBEE Certificate
- MBD4 (Declaration of Interest)

Team Building

Arrival and Check-in 19 December 2014 at 12h00pm

Check-out and Depart 20December 2014 at 13h00pm

| Quantity | Description |
|------------------|--|
| 90 staff members | Team Building and 2 days Lunch and Refreshments Professional facilitator Activities All equipment |
| 90 staff members | 1 night Accommodation(Dinner Bed and Breakfast) |

The Brief is to provide an overnight team building activity for a group of 90 delegates.

Team building must build aspects of: Planning, Co-ordination, Fun, Bonding, Ice-Breaking, Role Assignment, Teamwork and Problem Solving.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

| CRITERIA | POINTS |
|--|---------------|
| Price | 80 |
| B-BBEE Status Level of Contribution | 20 |

Bidders will be evaluated in terms of the Supply Chain Management policy of the KwaSani Municipality and the lowest tender will not necessarily be accepted and the right to accept the whole or part of Bid or not to consider any Bidder not suitably endorsed is fully reserved by the KwaSani Municipality.

Completed proposals in black ink and clearly marked "**Team Building**" must be placed in the tender box, Kwa Sani Municipality Building, Reception area, 32 Arbuckle street, Himeville, 3256, not later than 16H00 on 17 November 2014 at which hour and date proposals will be open in public.

Enquiring may be directed to Supply Chain Officer Tel: 033 702 3000 Fax: 086 583 2315 Email: sco@kwasani.gov.za. . NB: The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.


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Municipal Manager
Ms NC James

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name:
- 3.2 Identity Number:
- 3.3 Company Registration Number:
- 3.4 Tax Reference Number:
- 3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* YES / NO

3.6.1 If so, furnish particulars.

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3.7 Have you been in the service of the state for the past twelve months? YES / NO

3.7.1 If so, furnish particulars.

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* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.8.1 If so, furnish particulars.

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3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.9.1 If so, furnish particulars

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3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

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3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

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CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

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Date

.....
Position

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Name of Bidder