

## PRICE QUOTATION

**QUOTATION NUMBER: 8/2/2/256**  
**PUBLISHED DATE: 23/02/2022**  
**DEPARTMENT: FINANCE - PLANNING**

### **FACILITATION OF A THREE DAYS STRATEGIC PLANNING SESSION OF ABAQULUSI MUNICIPALITY**

The Abaqulusi Municipality is hereby inviting prospective service providers to submit quotations to facilitate a three days strategic planning session of Abaqulusi Municipality as per specification attached on the quotation document.

Due to current COVID – 19 challenges we encourage suppliers to get Bids documents on Municipal Website ([www.abaqulusi.gov.za](http://www.abaqulusi.gov.za)) as from the **24 FEBRUARY 2022**.

Acceptable quotes will be evaluated base on price on the basis of 80 points financial offer and 20 points for meeting B-BBEE contributor status. After the closing date the quotation will be valid for 60 days.

Quotes are to be completed in accordance with the conditions and bid rules contain in the quotation document and supporting documents must be placed in a sealed envelope and clearly marked **"Facilitation of a three days strategic planning session of Abaqulusi Municipality"** must be deposited in the tender box at ground floor, Abaqulusi Local Municipality, corner of high and Mark street Vryheid 3100 by not later than **02 March 2022, at 12h00**.

### **DELIVERABLES**

1. Facilitation of strategic workshop for 3 days, including all sundry material, taking of minutes and verbatim recording of all proceedings.
2. Facilitate breakaway sessions for 3 groups with the necessary facilitation and recording of sessions.
3. Develop and obtain approvals for a 3 day programme.
4. Development and presentation of 5 year strategic planning document for Abaqulusi Municipality.
5. One day session with management to present strategic plan and make amendments as requested.

### **CONDITIONS:**

No awards will be made to a person:

- ❖ Who is not registered on the Central Supplier Data base
- ❖ Who is in the service of the state
- ❖ Relevant experience with reference letter must be provided
- ❖ If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state , and / or
- ❖ Who is an advisor or consultant contracted with the Municipality or municipal entity
- ❖ Fill in all the Municipal Bidding Documents (MBD'S) failure to do so will automatically disqualify.
- ❖ Service Providers should be on Municipal Data Base if not please collect data base forms at SCM Office or down load them from Municipal website ([www.abaqulusi.gov.za](http://www.abaqulusi.gov.za)) and submit them with your proposal document.

The Municipality reserves the right to withdraw any invitation to bid and / or to re- advertise or to reject any bid or to accept a part of it. The municipality does not bind itself to accept the lowest bid or ward a contract to the bidder scoring the highest number of points.

### MINIMUM REQUIREMENTS

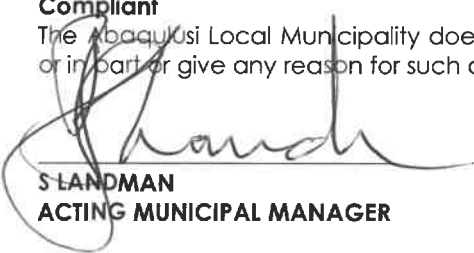
The following documents have to be attached:

- ❖ Central Supplier Data base registration report (Detailed / Summary)
- ❖ Valid copy of company registration document
- ❖ Certified B- BBEE Certificate from registered accountant is required or original Sworn Affidavit from Commissioner of Oath.
- ❖ Relevant experience with reference letter must be provided
- ❖ Fully Completed all the MBD'S on the tender document
- ❖ Fully completed tender document (bidder will be disqualified for incomplete document)
- ❖ Original certified copy of Registration certificate of the relevant service
- ❖ Late bids will not be accepted,
- ❖ This tender will be valid for a period of 60 days after the closing date
- ❖ This tender must only be submitted on the documentation provided by Abaqulusi Municipality (Original document)
- ❖ A Certified current account in terms of water and electricity / rates and taxes obtainable from your local municipality must be submitted not older than three months or lease agreement
- ❖ Certified copies of identity documents of directors and owners of the company must be submitted
- ❖ Failure to comply with these minimum requirements will result in immediate disqualification of the bid.

For more SCM enquiries please contact Supply Chain Management office at [scm@abaqulusi.gov.za](mailto:scm@abaqulusi.gov.za).

**No bids will be accepted from a person in the service of the state and whose Tax Matters are Non Compliant**

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



**S LANDMAN**  
**ACTING MUNICIPAL MANAGER**

To be advertised at Municipal Website and Notice Boards.