

Bid No: SCM 19/2024/25

Supply Chain enquiries: 016 973 8742/44

Date: 20 September 2024

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A FACILITATOR FOR THE LOCAL ECONOMIC DEVELOPMENT (LED) SUMMIT.

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from Supply Chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **27 September 2024 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement** where the company is the lessee.
- **Facilitator's qualification must be attached** – Minimum of a Master's degree in Economics, Development Studies, Social Science, Business, Law or any other relevant areas.
- The potential bidder must attach **minimum of 3 contactable reference letters from clients where similar projects were rendered** or **signed appointment letter(s) / MOUs / SLAs / instruction note(s) / purchase order(s)**.
- **Detailed CV of the Facilitator** indicating the experience obtained in facilitating strategy, workshop, meetings or summits must be attached.
- Company profile with detailed experience and projects rendered must be attached as well as team members CVs to be utilised for this specific summit.
- Provide a **detailed project plan and methodology** outlining how the scope of work will be delivered.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or a valid copy of lease agreement signed by both parties, where the bidder is the lessee, or SARS tax pin document or submit your company **bank confirmation letter** with address of the company, if **bank confirmation letter** does not reflect the bidders address the **bank confirmation letter** must be submitted with the **bank statement**.

General Conditions are available on Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

Mr. F.J Motloung
Municipal Manager

SPECIFICATION

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO FACILITATE THE INAGUARAL LOCAL ECONOMIC DEVELOPMENT SUMMIT.

Metsimaholo Local Municipality hereby invites suitable organisations to submit a quotation for the appointment of a professional service provider to facilitate and to compile a professional document on the outcomes of the Local Economic Development Summit deliberations and resolutions.

1. Background

Metsimaholo Local Municipality will be convening its first Local Economic Development Summit under the theme “*Facilitating economic growth through dialogue and developing competitive businesses for the modern age*”. The theme incapsulate the municipal vision for the summit which is empowering local businesses and cooperative with the correct and relevant information to actively compete in the ever changing business environment. This will be achieved through building suitable business networks and establishing as well as maintaining appropriate forums wherein important business dialogue will be pursued.

To achieve to aforementioned, the municipality seeks to appoint a professional services provider who will facilitate the business of the summit and capture the deliberations and resolutions therein. These will be achieved by ensuring the summit stays on course, and that in commissions relevant discussion are engaged in.

2. Request for Quotation (RFQ)

This RFQ serves as an invitation to service providers to submit a quotation for appointment of a professional facilitator to Metsimaholo Local Municipality. The Bidder is requested to supply its quotation, in writing, by the date specified. Should the Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Specialist identified in the document.

3. Scope of Work

Metsimaholo Local Municipality seeks to procure the services of a skilled and experienced service provider to facilitate a two (02) day Inaugural Local Economic Development Summit.

The summit will focus on five (05) economic sectors which are listed below:

- Agriculture;

- Manufacturing;
- Informal economy;
- Tourism; and
- Construction.

On the first day of the summit, the Facilitator will be expected to drive the business of the day by ensuring the expected outcomes are achieved. This will be done by amongst others, ensuring the following:

- ✓ Introduction of speakers;
- ✓ Providing a short summary of various speaker respective organisation background;
- ✓ Linking the topic to be covered by the speaker to the objective of the summit;
- ✓ Monitor interactions, promote balanced contributions and address conflicts;
- ✓ Time keeping;

At the end of business, a debrief session will be conducted between the service provider and the municipality to address any matters of importance to both parties and share experiences.

On the second day of the summit, the Facilitator is expected to provide a brief summary of the previous day highlight to the summit. Thereafter to outline the business of the day and set rules of engagement.

The summit will be break into five (05) commissions according to the identified economic sectors. It is expected the Facilitator to have a team of suitably qualified team members who will be deployed in the commission to provide facilitation duties in the commissions.

3.1. Other duties

The successful service provider will be expected to:

- ✓ Be familiar with the Metsimaholo Local Municipality's Supply Chain Management Policy, LED Strategy, and Tourism and Marketing Strategy;
- ✓ Consult with Department of Economic Development and Planning officials prior, during and after the Summit;
- ✓ Provide 150 x A5 note pads and black pens;
- ✓ Provide 150 x paper bags, large: 26(w) x 33(h) x 12(d), material: 230 gsm board, cotton handles, printed with Metsimaholo Local Municipality logo with the Summit details;
- ✓ Provide 150 x name tags with lanyard: 20cm (l) x 14 cm (w) printed with Metsimaholo Local Municipality logo with the Summit details;

- ✓ Compile the Summit outcomes detailing amongst others, each commission deliberations and resolutions;
- ✓ Compilation and packaging of the summit presentations;
- ✓ Submit the draft Summit document in less than two months post the Summit or as agreed with the municipality;

3.2. Date of the Summit

The Local Economic Development Summit will be held on the 01 – 02 October 2024.

3.3. Participants

The Municipal Local Economic Development Summit will be attended by the not more than hundred and fifty (**150**) participants, which include amongst others Executive Mayor, Speaker, Members of the Mayoral Committee, Senior Managers, various Government Department Official, Local Businesses formations and individuals, and Exhibitors.

4. **Mandatory Requirements**

4.1 Facilitator's qualification – Minimum of a Master's degree in Economics, Development Studies, Social Science, Business, Law or any other relevant areas (Copy of qualification must be attached).

4.2 Companies track record - The service provider must have a proven track record in workshop, summit or meeting facilitation or organisational strategy development; experience in similar projects within private and public sector entities (Minimum of 3 contactable reference letters from clients where similar projects were rendered must be attach or signed appointment letter(s) / MOUs / SLAs / instruction note(s) / purchase order(s).

4.3 Facilitator's competencies and experience - The service provider must display knowledge of local government environment and mandate, and be familiar with the political environment (Detailed CV of the Facilitator indicating the experience obtained in facilitating strategy, workshop, meetings or summits must be attached)

4.4 Companies competencies and experience - The service provider must be experienced in meeting and/or workshop and/or summit facilitation; implementation; formulation and compilation of documents on the outcomes of the desired (Company profile with detailed experience and projects rendered must be attached as well as team members CVs to be utilised for this specific summit).

4.5 Project plan and methodology — Provide a detailed project plan and methodology outlining how the scope of work will be delivered.

NB: Only bidders that quoted as per mandatory requirements will be evaluated further on preference point system.

RETURNABLES

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
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