

ADVERT

BID NOTICE AND INVITATION TO BID



GREATER LETABA MUNICIPALITY

Experienced as well as emerging bidders are hereby invited to bid for the following:


Bid number	Project name	CIDB Grading	Date for Compulsory Briefing Session	Point scoring system	Closing date	Non-refundable amount (VAT inclusive)	Contact persons for technical queries
RFQ007/2020	Facilitation of 2020/2021 IDP Strategic Planning Session	N/A	N/A	80/20 & functionality	22 January 2020	177.00	Mr Monakisi A 015 309 9246/7/8

Bid documents will be obtainable as from the 15 January 2020 at no. 44 Botha Street, Greater Letaba Municipality in Modjadiskloof, upon payment of non-refundable amount for a bid in question. Only cash payable to Greater Letaba Municipality will be accepted. All the bids will be evaluated based on the functionality.

All bids will remain valid for a period of 90 days after the time and date of opening. Late submissions, telegraphic, telefax or email transmission bids will not be accepted. Greater Letaba Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the bid as a whole or in part.

All bids and supporting documents must be sealed in a cover clearly marked "the relevant bid number" and "project name" and must be deposited in the bid box, at Greater Letaba Municipality foyer on / before 12H00 midday on the closing date when they will be opened in public.

All Supply Chain Management related queries will be directed to Ms Kgalla MP at 087 086 7471 at Greater Letaba Municipality.


Innocent Sirovha (Dr)
Municipal Manager



Greater Letaba Municipality

Specification

Facilitation: 2020/2021 IDP Strategic Planning Session

1. Background

Greater Letaba Municipality strategic planning process is a comprehensive exercise to establish service delivery levels and to identify the needs of its community, resulting in an inclusive analysis and consolidation of strategic goals to be implemented in the next two years.

2. Goals of the Strategic Planning Sessions

- To map out a strategy for the next two years in order for the strategic goals to be realized;
- To draw an analysis of the state of the municipality, reflecting on the current challenges and issues facing the municipality;
- To establish service delivery levels and identifying the needs of Greater Letaba Municipality community.

3. Specification and Methodology

- The service provider to meet with the Development and Town Planning Directorate for the development, presentation and finalization of the project plan;
- The service provider to facilitate two and half days strategic planning session;
- The service provider should review and compile the strategic planning document.

4. Breakdown of Price Quotation

- The service provider should give a comprehensive breakdown of price quotation of the following:
 - Facilitation of the strategic planning session for two and half days;
 - Travelling from facilitator's location to the venue of the strategic planning session and return;
 - Accommodation for 2 nights;
 - Compilation of the strategic planning report;
 - Drafting of the 1st and final copy of the strategic planning documents.

5. Functionality Scores

Functionality	Points	Requirements
Experience: <ul style="list-style-type: none">• Experience in Strategic Planning Sessions Facilitation and conducting performance management in Local Government or private sector;	50	<ul style="list-style-type: none">• 15 points: Experience in Local Government and conducting performance management in public and/or private sector;

<ul style="list-style-type: none"> • Experience in drafting of the strategic planning document for institutions in public or private sector, as well reviewing and printing; • Experience in review of delegations of powers within local government. 		<ul style="list-style-type: none"> • 20 points: Experience in drafting of strategic planning documents for institutions in public or private sector, as well reviewing and printing with at least 2 references; • 15 points: Experience in review of delegations of powers within local government.
Qualifications: <ul style="list-style-type: none"> • Key staff with qualifications and experience in local government, public and or private sector. 	50	<ul style="list-style-type: none"> • National Diploma/Any Junior degree at level=1 • Postgraduate degree-3 • Master's degree and or qualification in CA=5

NB: The bidder must attach recent certified copies of all key personnel's qualifications that will be deployed at the municipality to execute the assignment.

All strategic planning enquiries should be directed to **Mr. Monakisi A-073 835 3028** at Greater Letaba Municipality.