



**REQUEST FOR THE QUOTATIONS TO OFFER RISK MANAGEMENT TRAINING .**

Quotations are hereby invited from service providers to offer Risk Management Training to the municipal employees and the councillors of the municipality

**Specification:**

ITEM NO	DETAILS
01	Offer training to 20 candidates. The scope of work are to train candidates on overall risk management issues including Risk assessment, Risk Identification, Risk Evaluation and Risk Analysis. Organizational response to Risk Management.
02	Conference facilities,
03	Training materials for 20 people
04	Number of days: 1day training
	The training should be able to outline the processes and the procedures towards the risk management.

Completed and signed Quotations must be sealed in an envelope marked "Risk Management Training". The closing date is 11 April Wednesday 2012 at 12:00 and should be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse.

The quotations should be accompanied by proposals and company profile clearly indicating extensive Experience of the company, Proof of Banking details, proof of municipal services for the company and for the directors not older than 3 months, Joint venture agreements (if any) ,company Registration certificates , Training accreditation certificates, tax clearance and ID copies of the directors.  
All copies must be certified.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies. The Municipality has the right to check the validity of the certificates. The preference will be given to the service providers listed with Makhuduthamag Local Municipality.

No fax or email will be accepted.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 on 100 points for Functionality and on 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation. Functionality will be evaluated as follows:

Quality Criteria	Sub-Criteria	Weighting
Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with time frames	Technical approach and methodology	15
Organization and staffing	Organization and staffing	15
Experience of the key staff (assigned personnel) in relation to the scope of work	Project Leader	15
	General qualifications	15
	Adequacy for the assignment	15
PSP's experience with respect to specific aspects of the project / comparable projects	PSP's experience with respect to specific aspects of the project /	25
<b>Maximum possible score for quality (M<sub>s</sub>)</b>		<b>100 points</b>

The values that will be used when scoring each criterion will be as follows:1=poor, 2=average, 3=good, 4=very good and 5= excellent

For enquiries contact: 013 265 8600 or 013 265 1975  
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 05/04/2012.