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USHAKA MARINE WORLD INVITES ELIGIBLE AND ACCREDITED SERVICE PROVIDERS TO SUBMIT A WRITTEN QUOTATION ON THEIR OFFICIAL LETTER HEAD FOR THE GOODS/SERVICES REQUIRED AS STIPULATED IN THIS REQUEST FOR QUOTAION.

1. RFQ NO: AC 037

2. DESCRIPTION: THE PROVISION OF TABLE ATTENDANT SKILLS PROGRAMME AS DETAILED IN THIS RFQ

Invitation date	19 September 2023
Closing date	26 September 2023
Closing time	11:00 am
Compulsory Site Briefing	No
Submission of RFQ	Sealed RFQs addressed to the PROCUREMENT DEPARTMENT and marked with the Number RFQ AC 037 CLOSING 26/09/2023 PROVISION OF TABLE ATTENDANT SKILLS PROGRAMME are to be placed in the Tender Box located at Guest information Hut , uShaka Marine World , (and not any other department), no later than: 26/09/2023 at 11:00am.
Technical enquiries (end user)	Bianca Xulu Tel: 031-328-8150 email: bxulu@ushakamarineworld.co.za
Procedural enquiries (Supply Chain management/Procurement)	Andile Cele Tel: 031-328-8227; email: acele@ushakamarineworld.co.za

In compliance with the Municipal Finance Management Act (MFMA) no 56 of 2003 and its municipal supply chain management regulation 14, eThekweni municipality hereby requests all suppliers of goods and services to apply to be registered on its supplier database via the National Treasury's Central Supplier Database. Failing to register on the National Treasury's Central Supplier Database with result in your business being non-compliant with the legislation and as a consequence will not be permitted to transact with eThekweni Municipality.

After successfully registering on the Central Supplier Database, suppliers are to ensure that they are also registered on the eThekweni Vendor Portal on www.ethekwinivendor.durban.gov.za and must ensure that all supporting documentation is provided.

Please ensure you have registered your company, failing which any quotations submitted will unfortunately not be considered until such time as the legislation has been adhered to



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	QUOTATION DATA	Compliance			
		Yes	No	Noted	
1.	EVALUATION PROCESS				
1.1	<u>STAGE ONE:</u> ADMINISTRATION COMPLIANCE				
1.1.1	<p>This phase consists of Mandatory administrative compliance evaluation of all proposals.</p> <p>a) Mandatory Requirements</p> <ul style="list-style-type: none"> • Latest Proof of Central Supplier Database Registration (CSD Report) The service provider should be in good standing with the South African Revenue Services which will be verified on CSD • Fully Completed MBD 4 Declaration of interest • Tax Clearance Certificate /SARS PIN NO • Declaration of Municipal Fees • Proof of provider's Accreditation with CATHSSETA • Proof of Accreditation for HSP/TblAtt/2/0025 <p>Failure to provide any mandatory information required will result in the submission being deemed null and void and shall be considered non-responsive.</p> <p>b) Non Mandatory Requirement (attach with submission)</p> <ul style="list-style-type: none"> • Consolidated BBBEE Certificate for Consortium, Joint Venture, Trust (Issued by verification agency accredited by the South African Accreditation System) • Consortium, Joint Venture, Trust Agreement • A minimum of x2 Reference letters on a Company letterhead – of previous Table Attendant Skills Programme conducted. • Assigned Facilitator's detailed CV (to include proof of facilitation of Table Attendant Skills Programme) <p>1.2 STAGE TWO : Price and Preference goal</p> <p>Proof of the claim of Preference Goal : Ownership as a specific goal</p> <ul style="list-style-type: none"> • CSD report • Consolidated BBBEE Certificate for Consortium, Joint Venture, Trust (Issued by verification agency accredited by the South African Accreditation System) • Consortium, Joint Venture, Trust Agreement 				



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B. QUALITY EVALUATION SCHEDULE: PREVIOUS AND CURRENT CONTRACTS OF BIDDERS

COMPANY NAME, CONTACT PERSON AND TELEPHONE NUMBER	DESCRIPTION OF APPOINTMENTS	CONTRACT VALUE (Inclusive of VAT)	DURATION OF CONTRACT



3. OUR REQUIREMENTS

Provision of Waitron training:

Course Content

- Provide Customer Service
- Process incoming and outgoing telephone calls
- Describe layout, services and facilities of the organisation
- Communicate verbally
- Maintain effective working relationships with other members of staff
- Maintain a secure working environment
- Maintain a safe working environment
- Maintain health, hygiene and a professional appearance
- Prepare and clear areas for table service
- Provide a table service
- Provide a table drink service
- Perform basic calculations
- Maintain Data in a Computer System
- Develop Self within The Job Role
- Provide a carvery / buffet service
- Provide a silver service
- Serve bottled wines
- Provide a room service

Note: Training to take place at provider's premises.

Competency certificates to be provided upon completion of Skills Programme.

Please include unit price per person.

Number of Delegates: 16 (Split into staggered sessions and groups of 3, as per operational requirements and availability, i.e. 5 days per month for each group)



MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.

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.

- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of bidder or his or her representative:.....

 - 3.2 Identity Number:

 - 3.3 Position occupied in the Company (director, trustee, hareholder²):.....

 - 3.4 Company Registration Number:

 - 3.5 Tax Reference Number:.....

 - 3.6 VAT Registration Number:

 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

 - 3.8 Are you presently in the service of the state? YES / NO

 - 3.8.1 If yes, furnish particulars.



.....
¹MSCM 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.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 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

3.10.1 If yes, furnish particulars.

.....
.....



3.11 Are you, aware of any relationship (family, friend, other) between any other 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

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:
.....
.....



4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



DECLARATION OF MUNICIPAL FEES

I, the undersigned, do hereby declare that the Municipal fees of

.....
 (full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number</u> : to be completed by tenderer.
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears. **ATTACHED, to the back inside cover of this document, please find copies of the above account's and or agreements signed with**



the Municipality.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- **Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).**
- Failure to include account numbers or sign will invalidate the RFQ.

NAME : (Block Capitals)

SIGNATURE : DATE:
(of person authorised to sign on behalf of the Tenderer)



PREFERENCE POINTS SYSTEM

The procedure for evaluation of responsive Offers will be in accordance with the DMTP’s current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (2022).

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- 1.2
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference Goal

1.4 The maximum points for this bid are allocated as follows:

	POINTS
Price	80
Preference goal	20
Total points for Price and Preference goal must not exceed	100

Failure on the part of a bidder to submit proof of CSD report, Consolidated BBBEE Certificate for Consortium, Joint Venture, Trust or Consortium, Joint Venture, Trust Agreement together with the bid, will be interpreted to mean that preference points for Preference points are not claimed.



FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

The 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million.

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

- a) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- b) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- c) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.



ADJUDICATION PROCESS

Evaluation points for price and preference goal will only be calculated for Bidders who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the RFQ

Ownership Category	Criteria	80/20
Race: Black	0%	0
	>0% and <51%	8
	≥51% and <100%	15
	100%	20
Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer’s status) <ul style="list-style-type: none"> • Companies and Intellectual Property Commission registration document (CIPC) • CSD report. • B-BBEE Certificate of the tendering entity. • Consolidated B-BBEE Certificate if the tendering entity is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust. 		

IMPORTANT NOTICE

By applying to this advert you hereby acknowledge that you have read and accept the following Protection of Personal Information ACT (POPIA) disclaimer:

I hereby consent for Durban Marine Theme Park to process my personal information as part of the procurement process. Durban Marine Theme Park shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Protection of Personal Information Act, Act 4 of 2013 (“POPIA”).