



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "SERVICE PROVIDERS FOR TRAINING INTERVENTION: BASIC TRAINING FOR (26) COUNCILORS ON END USER COMPUTING" TO THE QUOTATION BOX SITUATED AT:

RATES AND TAXES HALL (LESEDI OFFICES)
C/O LOUW AND HF VERWOERD STREET
HEIDELBERG
1438

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR BABI MOHALE@016 492 0095 OR MR KHONGI MOLOHLANYE @016 492 0084 OR SIBULELO NXATHI @016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: HUMAN RESOURCES

CLOSING DATE: 04 OCTOBER 2016@12H00

SPECIFICATIONS: SERVICE PROVIDERS FOR TRAINING INTERVENTION IN THE FOLLOWING FIELD:

- Basic Training for 26 Councilors on End User Computing.

The training intervention service providers must:

1. Be accredited with different sector training authority
2. Must be registered as a training centre
3. Must indicate Unit Standards as per SETA requirements
4. Valid Accreditation Certificates
5. Skills Programme as per LGSETA rate

- Proof must be submitted, failure to submit will result in a disqualification

The service provider will be required:

1. To train officials on the above training interventions
2. To provide their own training materials
3. To provide results and certificates of participants after moderation and assessment
4. To provide the course curriculum
5. Introduction to Windows XP OS



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6. Introduction to Microsoft Office
7. Microsoft Word
8. Microsoft Excel
9. Microsoft Power Point
10. Typing Tutor
11. Introduction to the Internet

Name of Company: _____

Fax: _____

Telephone: _____

Date: _____

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original tax clearance certificate/Pin Provided by Sars
- Forms listed below (MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9)
- Latest municipal account (up to date)

Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.

Evaluation Criteria: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and Clearance for water and lights forms are obtain at no cost from Ms Sibulelo Nxathi (016)492 0202 @ Procurement office should be scrutinized, completed and submitted together with your quotation. All objections and complains must be lodge within 14 days and in writing to the municipal's managers office.

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via following link: business.support@csd.gov.za. No business will conducted with any person who is not registered on this database.

NB: ANY BIDDERS WHO ARE INTERESTED TO ATTEND THE OPENING ARE WELCOME TO DO SO.

ISAAC RAMPEDI
ACTING MUNICIPAL MANAGER

DATE