



SUPPLY CHAIN MANAGEMENT UNIT

Office of the Chief Financial Officer

QUOTATIONS/TENDERS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT 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 COUNCILORS ON INDUCTION TO MUNICIPAL SYSTEMS ACT, MFMA, MSA AND RELATED LEGISLATION"

TO THE QUOTATION BOX SITUATED AT: **RATES AND TAXES HALL (LESEDI OFFICES)**

C/O LOUW AND HF VERWOERD STREET

HEIDELBERG

1438

ON OR BEFORE, 02 SEPTEMBER 2016 @ 12H00. ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR BABI MOHALE OR MR KHONGI MOLOHLANYE @016 492 0084 OR SIBULELO NXATHI @016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: HUMAN RESOURCES

DATE: 25 AUGUST 2016

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

- Basic Training for Councilors on Induction, Municipal System Act, MFMA, MSA and Related Legislation(26 People)

The training intervention service providers must preferably:

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

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

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4. To provide the course curriculum
5. Roles and Responsibilities of Councilors
6. IDP Process
7. Municipal Budgeting
8. Code of Conduct
9. Delegation of Powers
10. Reporting

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

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 MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and Clearance certificate for water and lights forms are obtainable 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 the following link: business.support@csd.gov.za. No business will be 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



EXECUTIVE MANAGER: CORPORATE SERVICES