

# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

27 FEBRUARY 2018

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 20 EMPLOYEES ON END USER COMPUTING" TO THE QUOTATION BOX SITUATED AT:

SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)

C/O LOUW AND HF VERWOERD STREET

HEIDELBERG

1441

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR BABI MOHALE OR ACTING EXECUTIVE MANAGER CORPORATE & LEGAL GUGULETHU MTHIMANE @016 492 0084 OR SIBULELO NXATHI @016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: HUMAN RESOURCES

CLOSING DATE: 07 MARCH 2018@12H00

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

- END USER COMPUTING FOR 20 EMPLOYEES

**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

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**The service provider will be required:**

1. To train officials on the above training interventions
2. To provide their own training materials
3. To cover the course curriculum
4. To provide results and certificates of participants after moderation and assessments.

**The training must cover (and not be limited to) the following areas.**

1. Ms Office Administrator
2. Software User
3. Help desk
4. Improve communication by combining communications skills with End User computing skills

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
- CSD Registration report
- Valid Accreditation certificates
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**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,

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completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal's manager's office.

**All bidders must ensure that they are registered on the National Treasury Central Supplier Database via following link:[business.support@csd.gov.za](mailto: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.**