

SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

25 JULY 2019

QUOTE NO: RFQ17

REF NO: 8/2/1/21/19

NOTICE NO: 35/19

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 “RFQ17: SERVICE PROVIDERS FOR TRAINING INTERVENTION: BASIC TRAINING FOR EMPLOYED EMPLOYEES ON LABOUR RELATIONS PRACTICE FOR 35 EMPLOYEES” TO THE QUOTATION BOX SITUATED AT: SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)
C/O LOUW AND HF VERWOERD STREET
HEIDELBERG
1438

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

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

CLOSING DATE: 05 AUGUST 2019@12H00

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

- LABOUR RELATIONS PRACTICE SAQA (9399) 35 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

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.

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

1. Explain the meaning of terms and phrases used in the legislation.
2. Demonstrate an understanding of professional values and ethics
3. Demonstrate and apply an understanding of the basic conditions of employment
4. Demonstrate and apply an understanding of the CCMA rules
5. Interpret and manage conflicts at workplace
6. Conduct negotiations to deal with conflict situations
7. Identify and manage areas of customer service impact
8. Apply labour dispute prevent approaches

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 (MBD1, MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9)
- Latest municipal account
- Valid Accreditation Certificates

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.

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Designated Group: An EME or QSE which is last 51% owned by:	EME	QSE
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

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

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.

BIDDERS ARE WELCOME TO ATTEND THE OPENING ON THE CLOSING DATE