



LOCAL MUNICIPALITY – UMKHANDLU WENDAWO
SUPPLY CHAIN MANAGEMENT UNIT

259 KINGSWAY STREET, BERGVILLE, 3350

Tel: 036 448 8000 Ext. 8054 Fax: 036 448 1986/ 0867741577

Reference no: SCM12/2017 -2018

Date: 22 SEPTEMBER 2017

RFQ: APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO TRAIN 31 COUNCILLORS ON COMPUTER

Quotations are hereby invited from interested suppliers with a proven track record in terms of Section 83 of the Municipal System Act, Act 32 of 2000 (as amended) and Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for appointment of accredited service provider to train 31 councillors on computer.

The detailed specification is attached

Queries may be directed to the following official(s) during office hours Ms D. Dlamini @ 036 448 8044.

QUOTE SUBMISSION

Quotations must appear on an official letterhead or be endorsed by the official stamp of the submitting entity. Quotations must be submitted in a sealed envelope (which is clearly marked with the reference number above) in the Municipal tender box, by no later than: **04 October 2017 at 11:00.**

The following conditions, read together with the Municipality's SCM Policy will apply:

- Suppliers must be registered on the Okhahlamba Local Municipality Supplier data base. Registration forms can be e-mailed on request, downloaded from our website or collected from our offices.
- Suppliers must be registered on the National Treasury Central Supplier Database (CSD). Suppliers can use the following link to register: www.csd.gov.za
- Suppliers must submit a valid Tax Clearance Certificate or
- An Income Tax number and Tax Clearance Certificate number/ Tax Compliance Status Pin
- An original or certified copy of valid B-BBEE certificate as these are used in the evaluation processes
- Quotes will be evaluated on the 80/20 preferential points system.
- Suppliers must effect delivery within 7 (seven) working days of receiving an order.
- Where a supplier is unable to deliver within this period, the Municipality must be contacted in writing and the Municipality will determine whether the order will be cancelled or an extension for delivery will be granted.
- Delivery will only be accepted during office hours.
- The Declaration of interest (MBD4) form must be completed and attached.
- The Okhahlamba Local Municipality is not bound to accept the lowest or any bid and reserves
- the right to accept the whole or part of a bid.

**RFQ FOR ACCREDITED SERVICE PROVIDER TO FACILITATE THE TRAINING OF 31
OKHAHLAMBA COUNCILLORS ON BASIC COMPUTER SKILLS COURSE**

The Course must cover the following:

- Introduction to computers - Unit Standard 114076, Level 4, 3 Credits
- Basic Micro Soft Word - Unit Standards 117924, Level 2 , 5 Credits
- Basic Micro Soft Excel - Unit Standards 116936, Level 3, 3 Credits
- Basic Micro Soft PowerPoint - Unit Standard 116930, NQF Level 3, 5 Credits
- Micro Soft Outlook & Internet - Unit Standard 114984, NQF Level 3, 2 Credits
& Unit Standard 115391; NQF Level 4, 3 Credits

The Qualifying service provider must meet the following Criteria:

- 05 years' experience in Training and Development
- Valid Tax clearance certificate(with SARS Pin)
- Valid certificate BEE/sworn Affidavit
- Training provider should be registered with CSD
- Training provider must have at least 3 reference letters (one reference letter should be in training in any municipal councillors)
- Training provider to be accredited with MICT seta
- Training must be 5 days