



## **RFQ007/2014 Trainings**

### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

You are hereby invited to submit a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than **28 November 2013** to:

**Civic Centre, Botha Street No. 44, Modjadjiskloof, 0835.**

#### **The following conditions will apply:**

- ✓ Price(s) quoted must be valid for at least (30) days from date of your offer.
- ✓ Price(s) quoted must be firm and must be inclusive of VAT if the company is registered for VAT.
- ✓ A firm delivery period must be indicated.
- ✓ This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and for this purpose the enclosed forms MBD2, MBD 4 & MBD6.1 must be scrutinised, completed and submitted together with your quotation.
- ✓ The successful provider will be the one scoring the highest points.

#### **LIST OF RETURNABLE DOCUMENTS**

1. Original valid tax clearance certificate from SARS.
2. Copy of company registration certificate
3. Valid BBBEE status level certificate
4. Recent proof of payment for water and lights (not older than three months) / recent proof of residence from Traditional Authority / valid lease agreement accompanied by proof of payment for municipal rates and taxes of the lessor.
5. Certified ID copies of owners.

NB: Certification on the documents should not be older than three months. Bidders will be disqualified for failure to submit any of the returnable documents listed above (with the exception of BBBEE status level certificate). No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer. For enquiries contact Ms Ramahala T. G at 015 309 9246/7/8

Kind regards

Mashaba T.G  
Municipal Manager

# GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,

## TERMS OF REFERENCE

INTERVENTION& NQF	UNIT STANDARD DURATION	NO. OF DELEGATES	NO. OF DELEGATES
1. <b>First aid</b> Level 1	<b>119567</b> Perform life support and first aid procedures ( General workers)	<b>100/3 groups</b>	<b>2days per group</b>
2. <b>Protocol for councillors</b> Level 4	<b>114715</b> Manage and apply protocol and etiquette in diplomatic context.	<b>65/2 groups</b>	<b>2 days per group</b>
3. <b>Ward committee governance</b> Level 2	<b>57823</b> meetings and minutes taking (members of the community)	<b>29 one group</b>	<b>2 days</b>
4. <b>Advance excel</b> Level 4	<b>116943</b> Using a graphic user interface, based spread sheet application, enhances the functionality and apply graph charts to a spread sheet. (officials)	<b>12 one group</b>	<b>3 days</b>
5. <b>Liability training</b> Level 6	<b>116362</b> manage municipalities assets and liability (officials)	<b>12 one group</b>	<b>2 days</b>
6. <b>Public participation</b> Level 3	<b>242890</b> display an understanding of core municipal processes and ward committee participation in these processes (ward committees)	<b>58/ 2 groups</b>	<b>2 days per group</b>
7. <b>Small business development</b> Level 1	<b>61755</b> General education and training certificate business practice level 1 (members of the community)	<b>58/2 groups</b>	<b>3 days per group</b>
8. <b>Road maintenance and paving skills</b> Level 3	<b>14575</b> Construct precast kerbs and concrete channels on road works construction site (members of the community)	<b>29 one group</b>	<b>2 days</b>
9. <b>Sign language basics</b> Level 1	<b>Sign language basics</b> (officials)	<b>12 on group</b>	<b>3 days</b>

### REQUIREMENTS:

- Accredited Service Providers with relevant SETA's( Accreditation certificates)
- At least 2 years or more on Training and Development
- References of a at least three customers previously attended

***"To be an outstanding agro processing and eco-cultural tourism hub"***