



## NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056

Fax: (039) 258 0173

Email: [info@ntankulu.gov.za](mailto:info@ntankulu.gov.za)

Web: [www.ntabankulu.gov.za](http://www.ntabankulu.gov.za)

ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

### REQUEST FOR QUOTATION (RFQ): FOR PROVISION OF BASIC COMPUTER TRAINING FOR 34 COUNCILLORS .

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the **Provision of Basic Computer Training for 34 Councillors.**

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	19 NOVEMBER 2019
RFQ NUMBER	NLM/RFQ/PBCT345C/2019/2020
DESCRIPTION OF GOODS/SERVICE	<b>PROVISION OF BASIC COMPUTER TRAINING FOR 34 COUNCILLORS .</b>
CLOSING DATE AND TIME:	26 NOVEMBER 2019 AT 12H00
ENQUIRIES	063 681 6825-S.N. Nlahla- Technical Enquiries or 082 786 0772- O. Mdudi – SCM Related

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.



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### NAME OF THE PROJECT: PROVISION OF BASIC COMPUTER TRAINING FOR 34 COUNCILLORS

#### 1. SCOPE OF WORK AND SPECIFICATION

The service provider will be conducting training for 34 councillors on Basic Computer Skills, main focus will be Microsoft Office, Internet, outlook, electronic signature mail merge, simulation on Paperless meeting environment

The training will be conducted for the duration of 5 days. Upon completion of the training, certificates of attendance must be issued. The service provider must provide own training material, equipment and Ntabankulu Local Municipality will provide venue and catering for the training.

The workshop must be conducted in a fun participative way, using role-plays, case studies, workbook activities and plenary discussions. These are used to encourage participation and interaction among delegates.

#### 2. REPORTING REQUIREMENTS

- ✓ The training provider will be required to report to the Project Manager at the end of the project and during the project.
- ✓ The training provider will also be required to communicate any draft reports to the project manager.

#### 3. IMPLEMENTATION SCHEDULE/TIME FRAMES

The training provider will be required to commence with the assignment within ten (10) days calendar days of being advised of appointment.

#### 4. PROJECT COSTS AND PAYMENT MILESTONES

##### 4.1 PAYMENT MILESTONES

Payments will be made to the training provider after satisfactory completion of the relevant deliverables, agreed upon by the project manager which is after the training has been conducted.

**RFQ NO. NLM/RFQ/PBCT34C/2019/2020**

*PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.*

1.	Original Tax Clearance Certificate and SARS Pin number certificate
2.	MBD 4: Declaration of Interest
3.	MBD 9: Certificate of Independent Bid Determination
4.	MBD 8: Declaration of Bidders Past Supply Chain Management Practice
5.	Certified Copy of BBBEE certificate
6.	LGSETA/SERVICE SETA Accredited
7.	Certified ID Copy/s of company directors
8	A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
9	Quotation is signed
10	Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.
11	All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at <a href="https://secured.csd.gov.za">https://secured.csd.gov.za</a> . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.

**NB: No quotations will be considered from persons in the service of the state**

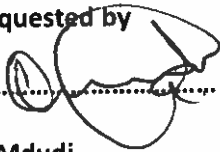
PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

**CONDITIONS**

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit..
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked "**Provision of Basic Computer Training for 34 Councillors**" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



.....

O. Mdudi

SCM Manager

Recommended by




.....

X.N. Venn

CFO

Approved by



.....

L. Nonyongo

Municipal Manager



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The training will be conducted for the duration of 5 days. Upon completion of the training, certificates of attendance must be issued. The service provider must provide own training material, equipment and Ntabankulu Local Municipality will provide venue and catering for the training.

#### 2. METHODOLOGY

The workshop must be conducted in a fun participative way, using role-plays, case studies, workbook activities and plenary discussions. These are used to encourage participation and interaction among delegates.

#### 3. CONTENT OF THE TRAINING

- Demonstrate the basic functions of a word processing package.
- Manage files in a word processing package.
- Create a document using a word processing package.
- Edit and present a document.

#### 4. REPORTING REQUIREMENTS

- ✓ The training provider will be required to report to the Project Manager at the end of the project and during the project.
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#### 5. IMPLEMENTATION SCHEDULE/TIME FRAMES

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