



NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056

Fax: (039) 258 0173

Email: info@ntabankulu.gov.za

Web: www.ntabankulu.gov.za

ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): FOR PROVISION OF TRAINING ON OFFICE ADMINISTRATION FOR A PERIOD OF THREE MONTHS.

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the **Provision of Training on Office Administration for the Period Three Months.**

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/PTOA/2019/2020
DESCRIPTION OF GOODS/SERVICE	PROVISION OF TRAINING ON OFFICE ADMINISTRATION FOR A PERIOD OF THREE MONTHS.
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.

Specification:

This training is for the period of 3 Months for 10 people (Personal Assistants & Council Support)

RFQ NO. NLM/RFQ/PTOA/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 https://secured.csd.gov.za . Non registration will be regarded as 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.

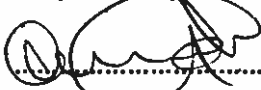
CONDITIONS

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

Management Unit..

5. 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.
6. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
7. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
8. 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.
9. Submission of a Quotation can be dropped in a box clearly marked "**Provision of Training for Four Municipal Drivers and Three Security Personal Personnel**" at the reception at Ntabankulu Local Municipality, in Ntabankulu.
10. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Prepared by



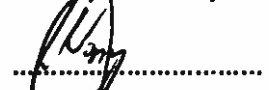
O. Mdudi
SCM-Manager

Recommended by



X.N. Venn
CFO

Approved by



L. Nonyongo
Municipal Manager