



REQUEST FOR QUOTATION (RFQ): First Aid and OHS Training

Ntabankulu Local Municipality is calling experienced service providers to bid for the procurement of

Training provider for First Aid and OHS Training for 30 Employees

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	24 January 2020
RFQ NUMBER	NLM/RFQ/FAOT/2019/2020
DESCRIPTION OF GOODS or SERVICE	First Aid and OHS Training
CLOSING DATE AND TIME:	07 February 2020 AT 12H00
ENQUIRIES	Technical Enquiries – Ms S.N Ntlahla 072 781 8942 / ntlahlas@ntabankulu.gov.za OR SCM related Enquiries – Mr O. Mdudi 082 786 0772 / mdudio@ntabankulu.gov.za

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) Including the Preferential Procurement Regulations 2017 & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.

RFQ NO: NLM/RFQ/FAOT/2019/2020

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

Tax Clearance / SARS Pin number Certificate	
MBD 4: Declaration of Interest	
MBD 9: Certificate of Independent Bid Determination	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
Certified Copy of BBBEE certificate or Sworn Affidavit	
Certified ID Copy/s of company directors	
Signed Quotation	
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 the urban area.	
Centralised Supplier Database (CSD) Report	
SETA accreditation preferable from MERSETA – Proof must be attached	
Please also note the Compliance Criteria on the Specification/Terms of Reference document.	

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

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS WILL LEAD TO DISQUALIFICATION OR YOUR QUOTE WILL BE NON-RESPONSIVE.

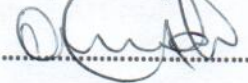
SPECIFICATION

Technical Specifications / Terms of reference are available at SCM unit during office hours 08H00 – 16H30 (Monday to Thursday) and 08H00 to 15H30 on Fridays or can be downloaded from the municipal website www.ntabankulu.gov.za

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 SCM 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 Centralised Supplier Database (CSD). Suppliers can register at <https://secured.csd.gov.za>
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 ERF 85 Main Street, Ntabankulu, unless advised otherwise.
6. All prices submitted must be firm for a period of 90 Days. "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 **"First Aid and OHS Training NLM/RFQ/FAOT/2019/2020"** at the reception at Ntabankulu Local Municipality.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



Mr. O. Mdudi

SCM Manager

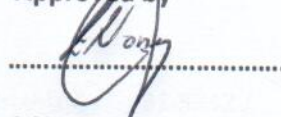
Recommended by



X.N. Venn

CFO

Approved by



L Nonyongo

Municipal Manager