



**Request for Quotation for Training on Advanced Excel for 20 Employees
RFQ# NLM/CS/TOAE20/2022/2023**

**CLOSING DATE
CLOSING TIME**

**: 04 November 2022
: 12: 00 PM**

COMPANY (BIDDER) NAME.....

CONTACT PERSON.....

CONTACT NUMBER.....

BID PRICE (All Inclusive).....

CSD NUMBER.....

**NTABANKULU LOCAL MUNICIPALITY**

Erf no 85 Main Street

Ntabankulu, 5130

P.O. Box 234

Ntabankulu, 5130

Tel: 039 258 0056

Fax: 039 258 0173

E-mail: info@ntabankulu.gov.za**REQUEST FOR QUOTATION (RFQ): TRAINING ON ADVANCED EXCEL FOR 20 EMPLOYEES**

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

Training on Advanced Excel for 20 Employees

Please furnish all information as requested and return your quotation on the date stipulated.

Late and incomplete submissions will invalidate the quotation submitted.

Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	27 October 2022
RFQ NUMBER	NLM/CS/TOAE20/2022/2023
DESCRIPTION OF GOODS/SERVICE	TRAINING ON ADVANCED EXCEL FOR 20 EMPLOYEES
CLOSING DATE AND TIME:	04 November 2022 AT 12H00
ENQUIRIES	066 486 7405/ mzanywal@ntabankulu.gov.za – Mr. L Mzanywa Technical Enquiries or 082 786 0772 / mdudio@ntabankulu.gov.za 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 2017) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure.



List of Compulsory Returnable Documents that form part of the this Bid/Quote document:

1.	Invitation to Bid	MBD 1
2.	SARS Tax Pin number Certificate to be attached	MBD 2
3.	Pricing Schedule – Firm Prices (Purchases)	MBD 3.1
4.	MBD 4: Declaration of Interest	MBD 4
5.	Local Production and content: To declare minimum threshold for local production and content which is not less than the prescribed threshold by National Treasury.	MBD 6.2
6.	Declaration of Bidders Past Supply Chain Management Practice	MBD 8
7.	Certificate of Independent Bid Determination	MBD 9
8.	Certified Copy of BBBEE certificate or original Sworn Affidavit	
9.	Certified ID Copy/s of all company directors	
10.	Rates Clearance for both company and director or proof stating that the company does not own property within urban area	
11.	Centralized Supplier Database (CSD) Report or Summary	
12.	Signed Quotation valid for 90 Days (validity must be indicated on the quotation)	

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.

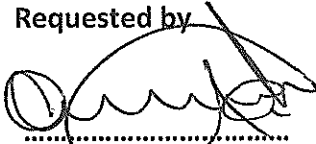
Specification:

- Specification is attached

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.
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 **"Training on Advanced Excel for 20 Employees"** at the reception at Ntabankulu Local Municipality, in Ntabankulu ERF 85, Main Street.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



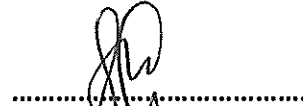
O. Mdudi
SCM Manager

Recommended by



X.N. Venn
CFO

Approved by



S.N. Ntshahla
Acting Municipal Manager



INVITATION TO BID

INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTES FOR:

"TRAINING ON ADVANCED EXCEL FOR 20 EMPLOYEES

RFQ NO: NLM/CS/TOAE20/2022/2023

CLOSING DATE: 04 November 2022

CLOSING TIME: 12:00 PM

Quotation documents must be deposited in the tender box situated at Ntabankulu Local Municipality not later than 12:00 pm on the **04 November 2022**. Bidders should ensure that quotes are delivered timeously to the correct address. If the Quote is late, it will not be accepted for consideration.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO MAY RESULT IN YOUR QUOTE BEING DISQUALIFIED)

Name of Bidder		
Postal address		
Street address		
Telephone Number	Code	Number
Cell phone Number	Code	Number
Facsimile Number	Code	Number
Email address		
Vat Registration Number		

Has an original tax clearance certificate been submitted	Yes/No
Are you the accredited representative in South Africa for the good/services offered?	Yes/No (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER	
DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
TOTAL BID PRICE	

MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid Number: **NLM/CS/TOAE20/2022/2023**

Closing Time: **12H00**

Closing Date: **04 November 2022**

OFFER TO BE VALID FOR...**90**...DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) R.....
----------	----------	-------------	--

- Required by: Ntabankulu Local Municipality
- At:
- Brand and Model
- Country of Origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the

evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:
.....

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.
.....
..

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS)

approved technical specification number SATS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2017 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2017 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if –
 - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
 - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. “**bid**” includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2017) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2017)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. NLM/CS/TOAE20/2022/2023

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):

Ntabankulu Local Municipality

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2017; and
 - (ii) the declaration templates have been audited and certified to be correct.

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	

Local content %, as calculated in terms of SATS 1286:2017	
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If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2017.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2017, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - been convicted for fraud or corruption during the past five years;
 - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers and or in Ntabankulu Local Municipality as companies or persons prohibited from doing business with the public sector or with the municipality?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by

an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **NLM/CS/TOAE20/2022/2023,
TRAINING ON ADVANCED EXCEL FOR 20 EMPLOYEES**

(Bid Number and Description)

in response to the invitation for the bid made by: **Ntabankulu Local Municipality**

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



TERMS OF REFERENCE FOR TRAINING ON ADVANCED EXCEL FOR 20 OFFICIALS

Prepared by : K. Nonkondlo.....

Designation : HR Manager

Recommended by : S.N. Ntiahla.....

Designation : Director Corporate Services

Approved by : L. Nonyongo.....

Designation : Municipal Manager

TERMS OF REFERENCE

It is the intention of the Ntabankulu Local Municipality to enter into a formal contract with a Skills Development Provider that will carry out the services described hereunder. These terms of reference and the service provider's proposal will form the basis of the contract.

Background

The municipality recognizes that the quality and level of institutional and individual performance results from applying available capacities. Therefore, supervisors and management have the duty to ensure that training and development receive adequate consideration as interventions to improve the skills, knowledge and attitudes of employees throughout the municipality. However, at the same time, the municipality realizes that training and development is not a magic wand that will ensure improved performance in all areas of underperformance.

SECTION 1: DETAILS

Project Name : Training of Municipal Officials on Advanced Excel
Employer/Client : Ntabankulu Local Municipality

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from suitably qualified professional Skills Development Providers with experience and expertise to undertake activities and render training services that will result in the successful implementation and completion of the project.

SECTION 3: PROJECT DESCRIPTION

The proposed project is to facilitate training on Advanced Excel for Municipal Officials.

SECTION 4: PROJECT PURPOSE

This course is intended to help all users get up to speed on the different aspects of Excel, including some of its more advanced features. It will cover how to automate worksheet functionality, audit worksheets, analyse data, work with multiple workbooks, export Excel data, as well as import and export XML data. This dynamic and interactive training course is aimed at professionals who have, or will soon have, responsibility for managing and manipulating data using MS Excel on a day to day basis. The training course assumes zero knowledge, begins with an introduction to the Excel environment and ends with delegates being skilled in using 50+ MS Excel functions, sophisticated data management and charting techniques and advanced data analysis capability.

SECTION 5: SCOPE OF WORK

Upon completion of this course and successful assessment, learners will have acquired these skills:

- Outlining data in a spreadsheet.
- Modifying the display of spreadsheet data.
- Applying conditional formatting to data.
- Creating and use templates.
- Working with comments.
- Importing and exporting text files.
- Consolidating and linking data within spreadsheets.
- Applying filters and use forms in a spreadsheet.
- Creating and using macros.
- Combining and comparing large sets of data in a spreadsheet.
- Use specialised functions.

SECTION 6: DURATION OF TRAINING

This exercise must be done and completed within the period of 3-5 days.

SECTION 7 : OUTCOME OF THE PROJECT

At the end of the project the service provider must give learners an assessment so that the competent learners can get an accredited certificate.

SECTION 8: NUMBER OF LEARNERS

The number of learners that need to be trained is Twenty (20)

SECTION 9: DOCUMENTATION AND INFORMATION RELATING TO THE BRIEF

- Any information available at Ntabankulu Local Municipality will be provided to the service provider.
- Ownership of factual information collected by the service provider and paid for by either of the municipality shall vest with Ntabankulu Local Municipality.

SECTION 10: REPORTING

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

SECTION 11: IMPLEMENTATION SCHEDULE

- The service provider will be responsible for the compilation of the "Project Programme" detailing activities and time frames of the project. This should be provided to Muzankwa Local Municipality within a week of appointment and presented to the Project Manager.
- Any deviations from the accepted programme should be pre-negotiated with the client.
- The training provider will be required to commence with the assignment within fourteen (14) calendar days after having received appointment letter.

SECTION 12: PROJECT COSTS & PAYMENT MILESTONE

- The service provider shall determine the total cost of the project and submit tax invoice.
- It is the responsibility of the municipality to ensure that invoices are paid within 30 days.

SECTION 13: METHODOLOGY

- Feedback and tips for improvement should be given to each of the participant.
- Service provider should come up with a sound and workable methods for the development of the above.
- The training must be conducted in a fun participative way, using role-plays, case studies, workbook activities, plenary discussions and practical activities. These are used to encourage participation and interaction among delegates.

SECTION 14: DETAILED COMPANY PROFILE

- A detailed history, field of expertise, staff resources, a proven tracking record of conducting trainings especially skills programmes, where the main office is based as well as any other offices and list of recently completed projects.

SECTION 15: ACCREDITATION

- Each training provider must be accredited by the MICTSETA

SECTION 16: PROJECT OUTCOMES/OUTPUTS/DELIVERABLES

The minimum requirements from the training provider are as follows:

- ✓ Training sessions
- ✓ Close-Out Report
- ✓ Certificate of Competence

BID DOCUMENT EVALUATION CRITERIA

The criteria below detail the point allocation criteria on which the recommendation for the appointment of the training provider will be based.

Bids will be evaluated as follows:

A. Compliance Criteria

1. Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to taxes as issued by the South African Revenue Services (2 original required)

2. Valid Tax Clearance Certificate, valid on the closing date of the bid, or exemption to pay taxes as issued by the South African Revenue Services (SARS) or Valid Tax Compliant Verification PIN number issued by SARS.

2. Proof of registration of the Entity as follows:

- Natural persons- certified copy of ID document/ passport
 - Partnership- copy of Partnership Agreement plus IDs of all partners
 - Company- current CM29
 - Close Corporation- current copy of CK1 and/or CK2C
 - Proof of registration of NPO or NGO (Copy of Provincial Registration Certificate etc.
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder
 - Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears /Affidavit stating why an up to date municipal account cannot be submitted.
 - Central Supplier Data Base registration (CSD)
 - Proof of Accreditation from MICTSETA

3. Functionality Criteria

STAGE 1

The evaluation of functionality shall be carried out as per the criteria set in the table below:

Criteria	Points
Relevant practical experience in the field 1 project - 10 points 2 project - 20 points 3 projects or more - 30 points A reference letter must be attached with contactable references	30
Expertise in the relevant field Qualifications of project leader and team in the relevant field, preferable Information Technology/Computer Science/Advanced Excel.	20
SETA Accreditation <ul style="list-style-type: none"> • Accreditation Letter from MICTSETA should be attached 	30
Methodology <ul style="list-style-type: none"> • Indicate your capability to deliver quality training to the participants in light with Education and Training Quality Assurance (ETQA) • Step by step program of the implementation of the project • Clear timelines of the project implement with dates 	20
Total	100

NB: A Bidder scoring below seventy (70) points on functionality will not be further evaluated.

It is the Bidders' responsibility to ensure that they provide all the authentic supporting documents required in order to be considered for this bid.

BTO AND TECHNICAL SERVICES OFFICERS UNDERGOING ADVANCED EXCEL TRAINING

NAME	SURNAME	POSITION
1. XOLISWA	VENN	CFO
2. NONQABA	SABISA	CASHIER
3. ZAPHO	MATSHALABA	PA TO CFO
4. LUBABALO	MATSHATA	SUB-ACCOUNTANT CREDITORS
5. VUYISEKA	YEKWANA	ACCOUNTANT CREDITORS
6. ZEMVELO	NGQINJANA	SUB-ACCOUNTANT PAYROLL
7. SIYANDA	NOGAYA	FINANCE INTERN
8. ZESIPHO	NOKWE	FINANCE INTERN
9. YANDISA	MTANGAYI	SUB-ACCOUNTANT ASSETS
10. NANDIPHA	HLONGWANE	ACCOUNTANT ASSETS
11. NOMZAMO	NTANKANA	SUB-ACCOUNTANT INBOUND & OUTBOUND
12. YOLOKAZI	GADALANE	SUB-ACCOUNTANT CASH BOOK
13. ZISANDA	SIFUBA	FINANCE INTERN
14. NTANDAZO	DINWAYO	PRACTITIONER SCM
15. VUMILE	ZAJIJI	OFFICER CONTRACT MANAGEMENT
16. PHELOKAZI	NLANGULA	ACCOUNT BILLING
17. COCEKA	MBONO	PROCUREMENT CLERK
18. SIPHESANDE	GWAZA	PROCUREMENT CLERK
19. ASANDA	JOJO	PMU
20. LUPELELE	BINGWA	CIVIL TECHNICIAN

SP IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2022/23

BUDGET FOR CAPACITY BUILDING

TRAINING FEES	RSM 000.00		
ACCOMMODATION	R10 000.00		
DIRECTORATE	NAME OF LEARNING INTERVENTION	INCUMBENT	PRIORITY NUMBER
CORPORATE SERVICES	Director: Corporate Services	HR Manager	1
	ODETDP	Director OSD	2
	Server & Cyber Security	Systems Administrator	3
		IT Technician	
	Paralegal Training	Legal Coordinator	5
		Director Corporate Services	
	MPAC Training	MPAC	4
	CPVC	Legal Coordinator	6
MANAGEMENT SERVICES	CPVC	Administrator Officer	2
		PWS Office	3
		CP & GR Coordinator	4
	AT	Manager Internal Audit	5
		GRAP	Payroll Officer
BUDGET AND TREASURY OFFICE	B/D Committee Training	B/D Committee Members	2
	Advanced Exce	B/D Officials	3
	Contract Management	SCM Officials	4
	Billing & Revenue Collection	Cashier	5
TECHNICAL SERVICES	CPVC	Director Technical Services	1
		PMU Manager	2
	Project Management for Financial Officials	Project Accountant	3
	Advanced Project Management	ISD Officer	4
	Advanced Exce.	Technical Services officials	5
DEVELOPMENT PLANNING	CPVC	Development Planning Officers	1
		PA Development Planning	
		Executive assistant to Hon. Mayor	
	GIS	Manager SPHS & Town Planning Officials	2
	Advanced Project Management	Manager Development Control	3
	Business Plan Development	Development Planning Officers and Coordinators	4
	Office Administration	Economic Planning Administration Clerk	5
COMMUNITY SERVICES	CPVC	Director: Community Services	1
	Cemetery Management	Admin Clerk	4
	Landscaping	Social Services Officer	5
	Primary Animal Care	Pound supervisor	3
		General Assistant	
	Office Administration	Admin Clerk Office of the Speaker	2
COUNCILLORS		PA Community Services	
		Ward Clerk	
	Computer Literacy	Councillors	1
	Leadership Development	12 Councillors	2
	Municipal Finance and Administration	MPAC	5
	Public Administration	5 councillors	6
	Local Government Finance	5 councillors	4
	Office Administration	10 councillors	7
Municipal Finance Management	3 councillors	3	
	Community Development	5 councillors	8

BTO AND TECHNICAL SERVICES OFFICERS UNDERGOING ADVANCE AXCEL TRAINING

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3. ZAPHO	MATSHALABA	PA TO CFO
4. LUBABALO	MATSHATA	SUB-ACCOUNTANT CREDITORS
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20. LUPELELE	BINGWA	CIVIL TECHNICIAN