



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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ADVERT

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS BASIC COMPUTER TRAINING

Harry Gwala District Municipality hereby request formal written price quotations from the experienced, qualified, reputable and accredited service providers to assist the municipality with provision of sustainable training in basic Computer training for eleven (**11**) Harry Gwala District Municipality Councilors to facilitate training leading to the award of a Competency Certificate aligned to Unit Standards in the South African Qualifications Authority.

SPECIFICATION

The Training Provider should provide the following services:

- Training venue
- Refreshments for the training venue
- Training Material
- Training Facilitation
- Assessment of Learners
- Certification of Learners

Training should be aligned to the following Unit Standards:

- US 117925 Introduction to computers
- US 117924 Microsoft Word
- US 116937 Microsoft Excel
- US 117923 Microsoft PowerPoint
- US 116945 Internet and Emails

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- SETA accreditation certificate
- Central Supplier Database Registration

The following conditions will apply:

- Prices quoted must be firm

- All quotations submitted shall be valid for 30 days after the tender closing date
- A signed MBD4 form must be submitted with a price written quotation (available on our website and reception)
- An original or certified valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.

CLOSING DATE

The closing date for the bidders is **on 04 September 2018 at 12h00**. Quotations must be enclosed in **SEALED ENVELOPES** and clearly labelled with the project name "**BASIC COMPUTER TRAINING**" on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipality, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed in writing to **Miss Z Mahlabela** on 039 834 8700 during working hours

Mrs. AN Dlamini

Municipal Manager