



HARRY GWALA DISTRICT MUNICIPALITY

WRITTEN PRICE QUOTATIONS BASIC COMPUTER TRAINING

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS /PROPOSALS FOR THE FACILITATION OF BASIC COMPUTER TRAINING INTERVENTION FOR EMPLOYEES OF THE HARRY GWALA DISTRICT MUNICIPALITY

Proposals are hereby invited from reputable, suitable qualified and experienced accredited training service providers to provide sustainable training for twenty **(20)** Harry Gwala District Municipality employees who will be trained in Basic Computer 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:

- The Training Venue
- The Refreshments for the Training Venue
- Training Material
- Training Facilitation
- Assessment of Learners
- Certification of Learners

Training should be aligned to the Unit Standard: Basic Computer training:

Introduction to Computers: 117925

Microsoft Word: 117924

Microsoft Excel: 116937

Microsoft PowerPoint: 117923

Internet and Emails: 116945

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

- Original valid tax clearance certificate
- Certified Copies of company or CC documents together with certified copies of members' IDs.

- SETA accreditation certificate
- Company Profile.

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)
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation
- Your company must be registered in municipal database

CLOSING DATE

The closing date for the bidders is **on 09 September 2015 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 to **Mrs. PP Cele** on 039 834 8700 during working hours

Mrs A.N Dlamini
Municipal Manager