



## **HARRY GWALA DISTRICT MUNICIPALITY**

**"Together We Deliver and Grow"**

### **OFFICE OF THE MUNICIPAL MANAGER**

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Email: [jilin@harrygwalam.gov.za](mailto:jilin@harrygwalam.gov.za)

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### **RE-ADVERTISEMENT**

#### **REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

#### **FOR THE FACILITATION OF CONTRACT MANAGEMENT SKILLS PROGRAMME**

Proposals are hereby invited from reputable, suitable qualified, experienced and Accredited Service Providers to provide sustainable training for **fifteen (15)** Harry Gwala District Municipality employees who will be trained on contract management skills programme leading to the award of a competency certificate aligned to South African Authority Unit Standards.

#### **SPECIFICATION**

The Service Provider/s should provide the following services:

- Training refreshments for three (3) days i.e. morning tea and lunch.
- Training manual and material.
- The appointed Service Provider/s will be required to submit training manuals prior to training taking place.
- Training facilitation for three (3) days.
- Facilitation of the programme.
- Assessment and moderation of learners.
- Certification of competency for learners.

Training should be aligned to the following unit standard:

US 377896: Administer contracts for goods, works and services in the public sector.

The following conditions will apply:

#### **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 with listing of the required unit standard.
- Central Supplier Database Registration.
- Training Methodology.
- Service providers must attached at least two (2) appointment/orders of contract management training done in the past.

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The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- 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 valid original or a certified copy of a 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 on municipal database and central supplier database.

#### **CLOSING DATE**

The closing date for the bidders is on <sup>07</sup>.....December 2021 at 12h00. Quotations must be enclosed in **SEALED ENVELOPES** and clearly labelled with the project name "**Contract Management Skills 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 **Mrs. P Cele** on 039 834 8700 during working hours

**Mrs A.N Dlamini**  
**Municipal Manager**

