



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality invites reputable suitable qualified accredited and experienced service providers for the provision and facilitation of executive secretary training for 09 Harry Gwala district municipality employees.

SPECIFICATION/SCOPE

Training must cover the following unit standard:

- 116720: show understanding of diversity in the workplace
- 123460: develop and supply administrative principles in the implementation of municipal office admin
- 13934: plan and prepare meeting communications

The service provider/s should provide the following services:

- Training manual and material
- Training facilitation for 3 days,
- Assessment and moderation of learners
- Certification of competency to learners
- Order and reference letter for rendering similar service.
- Proof of accreditation from relevant SETA for the specific required unit standard
- Training venue and refreshments (morning tea and lunch).

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

- Central Supplier database registration
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- Utility bill: municipal statement/lease agreement/affidavit confirming non-payment of municipal services.
- Company registration
- ID Copies
- Proof / Appointment letter and reference for rendering the service.

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- 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.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used in Evaluation.

Allocation of specific goals

Specific goals	Number of points 80/20	Verification
Reconstruction & Development Program goals (RDP)		
South African owned enterprise	20	Utilities: directors or Co. affidavit existing lease agreement CSD

CLOSING DATE

The closing date for the bidders is **on 28 November 2023 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"EXECUTIVE SECRETARY 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 Municipal, 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 P.P Cele** on 039 834 8700 during working hours.



Mr. GM SINEKE

MUNICIPAL MANAGER