



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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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

EXECUTIVE OFFICE MANAGEMENT AND MEETING MANAGEMENT TRAINING

Harry Gwala District Municipality request written price quotations from the experienced, qualified, reputable and accredited service providers to assist the municipality with provision of sustainable training in Executive Office Management and Meeting Management for **ten (10)** Harry Gwala District Municipality employees 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 Material
- Training Facilitation
- Assessment of Learners
- Certification of Learners

The Course Content should contain the following:

- General Office Procedures
- Office Equipment and Computers
- Using Microsoft Office
- Business Documents
- Language Usage
- Career Advancement
- Meeting Management (Minutes, Agendas and Preparation)

The following Unit Standards need to be covered:

- Develop administrative procedures in a selected organisation US 110003
- Manage administration records US 110009
- Accommodate audience and context needs in oral communication US 8968
- Interpret a variety of literary texts US 8972
- Interpret and use information from texts US 8969
- Write texts for a range of communicative contexts US 8970

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

- Valid tax clearance certificate or SARS pin
- Certified Copies of company or CC documents together with certified copies of members' IDs.
- SETA accreditation certificate
- Company Profile.
- 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 08 December 2017 at 12h00**. Quotations must be enclosed in **SEALED ENVELOPES** and clearly labelled with the project name "**EXECUTIVE OFFICE MANAGEMENT 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 the 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. PP Cele** on 039 834 8700 during working hours

Mrs AN Dlamini

Municipal Manager