



# HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

## OFFICE OF THE MUNICIPAL MANAGER

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### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS INTERNAL AUDITING SKILLS PROGRAMME

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 Internal Auditing skills programme for **seven (07)** 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:

- 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 following Unit Standards:

- US 12885 Apply concepts and principles relevant to the practical aspects of corporate governance and accountability
- US 263400 Conduct audits of the quality management system
- US 119337 Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system
- US 337161 Interpret a business case and write an audit report

**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 "**INTERNAL AUDITING SKILLS PROGRAMME**" 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. PP Cele** on 039 834 8700 during working hours

**Mrs. AN Dlamini**

**Municipal Manager**