



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

CORPORATE SERVICES DEPARTMENT

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8700 Fax: (039) 834 1701

Email: mjolin@harrygwaladm.gov.za

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS THE FACILITATION OF LEADERSHIP DEVELOPMENT AND COMMUNICATION SKILLS FOR COUNCILLORS AND TRADITIONAL LEADERS.

Proposals are hereby invited from Accredited, reputable, suitable qualified and experienced Service Providers to provide sustainable training for **twenty eight (28)** Harry Gwala District Municipality Councilors and Traditional Leaders on leadership development and communication skills programme 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 duration of the programme must not exceed five (5) days.
- Training Manual and Training Material.
- The appointed training provider will be required to submit training manuals prior to training taking place.
- Facilitation of the programme.
- Assessment and moderation of Learners.
- Certification of Learners.

Training should be aligned to the following Unit Standards:

- US 120391: Apply leadership skills to relationship management
 - US 120394: Apply communication principles, strategies and processes in a leadership role.
 - US 14534 : Apply knowledge of community issues in relation to development projects
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The following conditions will apply:

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

- Original valid tax clearance certificate or SARS Pin
- SETA accreditation certificate
- Central Supplier Database Registration

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 area).
- 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 on municipal database and central supplier database.

CLOSING DATE

The closing date for the bidders is on ~~20~~ **21 August 2019 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with "**LEADERSHIP DEVELOPMENT AND COMMUNICATION 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 **Ms. N. Mjoli** on 039 834 8700 during working hours.

Mrs A.N Dlamini
Municipal Manager

