



## HARRY GWALA DISTRICT MUNICIPALITY

**“Together We Deliver and Grow”**

### CORPORATE SERVICES DEPARTMENT

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8754 Fax: (039) 834 1701

Email: [Jilin@harrygwaladm.gov.za](mailto:Jilin@harrygwaladm.gov.za)

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#### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR MINUTES TAKING AND REPORT WRITINGSKILLS TRAINING

HARRY GWALA District Municipality hereby request proposals from reputable, suitable qualified, experienced and Accredited Service Providers to provide sustainable training for **twenty five (25)** Harry Gwala District Municipality Executive Secretaries and Administrative Assistants who will be trained in the Minute Taking and Report Writing 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 be four (3) 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 113934 : Plan and prepare meeting communications
- US 13929 : Co-ordinate meetings, minor events and travel arrangements
- US 110023 : present information in report format

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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:**

- Valid tax clearance certificate or SARS pin.
- Central supplier database.
- SETA accreditation certificate.

- Letter of accreditation for the qualification listing unit standards.
- Training Methodology.

The following conditions will apply:

- Prices quoted must be firm and 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 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 ~~05~~ **February 2020 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the project name "**MINUTES TAKING AND REPORT WRITING 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.

#### **4. 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**