



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

SHE REPRESENTATIVE, FIRST AIDERS AND SUPERVISORS TRAINING

Harry Gwala District Municipality hereby requests proposals from reputable and experienced service providers to provide sustainable training for Harry Gwala District Municipality employees who are Safety, Health & Environment (SHE) Representatives, First Aiders and Supervisors leading to the award of a Certificate.

SPECIFICATION

Training of employees is as follows:

- Safety, Health & Environment (SHE) Representative (2 days): 15 employees
- First Aiders Training (2 days): 15 employees
- Supervisors (1 day): 10 employees

The training must cover the following:

- Hazard identification (1 day)
- Risk Assessment (1 day)
- First Aid (L1) (2 days)
- Safety for Supervisors (1 day)

The Training Provider should provide the following services:

- Training Material
- Training Facilitation for five days
- Certification of Learners

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.
- Company Profile.
- SETA accreditation certificate
- Central suppliers 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)
- 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.

CLOSING DATE

The closing date for the bidders is on **23 October 2017 at 12h00**. Quotations must be enclosed in **SEALED ENVELOPES** and clearly labelled with the project name "**SHE REP, FIRST AIDERS AND SUPERVISORS TRAINING**" on the outside of the envelope 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** 039 834 8700 during working hours.

Mrs A.N Dlamini

Municipal Manager