



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Harry Gwala District Municipality hereby requests proposals from suitably experienced and accredited service providers to provide Skills Development Facilitation Training for three (3) Harry Gwala district municipality employees.

SPECIFICATION/SCOPE

The training must cover the following unit standard:

- 15221 - Provide information and advice regarding skills development and related issues.
- 115218- Function effectively within the structures of an organisation.
- 15217 - Develop an organisational training and development plan.
- 15232- Coordinate planned skills development interventions in an organisation.
- 15227- Conduct skills development administration in an organisation.
- 252041- Promote a learning culture in an organisation.

The service provider/s should provide the following

- Training manual and material
- Training facilitation for five (5) days.
- Assessment and moderation of learners
- Certificate of competency to learners.
- Order and reference for rendering similar services (preference will be given to service providers with both order and reference letter of the same project)
- Proof of accreditation/extension from the relevant SETA for the specific required unit standard/qualification
- Training venue and refreshments (Morning tea and Lunch)

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

- Central Supplier database registration (CSD)
- The following MBD forms must be submitted with all Bids (available on our website and reception). MBD4, MBD6.1, MBD8, MBD9

- Municipal utility bill for the property rates and services for the company not older than 90 days/valid lease agreement/affidavit when your company operates from home or rural area.
- All quotations submitted must have full name(s) of company, registration number, company letterhead.
- ID Copies
- Orders and reference for rendering similar service
- Proof of accreditation from relevant SETA

The following conditions will apply:

- Valid tax clearance certificate or SARS pin
- 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.
- Your company must be registered on municipal database and central supplier database.
- 80/20 Preference points system will be used in Evaluation.

Allocation of specific goals

Specific goals allocated on terms of this tender	Number of points 80/20	Verification documents
South African owned enterprise	20	ID copies of directors company registration detailed CSD Shareholders certificate

CLOSING DATE

The closing date for the bidders is on²⁰ **August 2024 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"SKILLS DEVELOPMENT FACILITATION 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 Municipal, 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 to **Mrs P Cele** on 039 834 8700 during working hours.



GM SINEKE

Municipal Manager