



(045) 932 8218



(086) 216 8784



1, Seller Street, Maclear, 5480

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated at 1 Seller Street, Maclear, Finance Department, Cashiers Reception area before 12h00 on the 20 April 2017. For **queries** please email to [scm@elundini.gov.za](mailto:scm@elundini.gov.za) or faxed to 086 216 8784

**For Technical Enquiries: Ms K Mlamla**

**Tel: 045 932 8165**

**Finance Department: Mr K Sobekwa**

**Tel: 045 932 8218**

**RE-ADVERT: Training of 41 Participants on US113836 apply basic computer Technology NQF level 3(11 credits): ELM-4/019/2016-2017**

**The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:**

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate** OR Tax Compliance status documents with PIN from SARS
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code) Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 8, and MBD 9 and (downloadable from website and collectable at Supply Chain Offices).
- A statement of Municipal Account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates OR a letter from a ward councilor .
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.

**NB: No quotations will be considered from persons in the service of the state**

The minimum threshold for functionality is 60%


### **BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- **Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered**
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.



Yours faithfully

SIGNATURE 

DATE 11/04/2017

**SPECIFICATION**

Experienced service providers are invited to submit quotations for the following training intervention:

TRAINING INTERVENTION	NQF LEVEL	UNIT STANDARD	CREDITS
Apply Basic Computer Technology	NQF level 3	113836	11

**Functionality**

CRITERION	MAXIMUM TO BE AWARDED
<b>Functionality</b>	
CRITERION	MAXIMUM TO BE AWARDED
<p><b>Experience</b>                      Experience in the field of providing training in particular within the public sector / municipal environment. List of projects undertaken by the bidder in similar service- The bidder will be awarded five (5) points for each project executed successfully, contactable references will be required for each project. In order to qualify the bidder must have at least completed two projects successfully.</p>	25
<p><b>Expertise</b>                      The qualification and competence of the service provider to provide the service to be at NQF level 6 or 7. Three condensed CV's and qualifications of personnel involved on the projects.                      15                       Accreditation with the relevant SETA (Letter of accreditation that shows the requested Unit Standard)                      10</p>	25
<b>TOTAL SCORE FOR FUNCTIONALITY</b>	<b>50</b>

**EVALUATION CRITERIA**



### **EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30, 000.00**

**Price** - 80 point

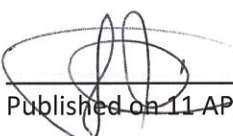
**B-BEE status level of Contribution** - 20 points

#### **BBBEE Points Breakdown:**

<b>LEVEL</b>	<b>POINTS AWARDED</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non - compliant</b>	<b>0</b>

#### **DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480

  
Published on 11 APRIL 2017