



REQUEST FOR QUOTATIONS

MUNICIPAL OFFICE ADMINISTRATION

SCM CONTACT PERSON:	Mr PM Dyonase
TELEPHONE NUMBER:	(051) 673-9600
FAX NUMBER:	(051) 673-1550
REFERENCE:	SCM/MOH/21/2014
DESCRIPTION:	Municipal Office Administration
ADVERTISEMENT DATE:	11/03/2014
CLOSING DATE:	18/03/2014
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION	Skills Development Officer Ms N Jam-Jam
TELEPHONE NUMBER	(051) 673-9600
CLOSING TIME:	12:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE:	N/A
SITE MEETING DATE:	N/A
SITE MEETING TIME:	N/A
PUBLIC OPENING:	No

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations 2011. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.

The Municipality wishes to appoint an accredited and suitable registered training provider(s) to train 20 learners on Office Administration .Main Focus areas are as follows:

ID	UNIT STANDARD TITLE	NQFL	Days	Credits
123460	Develop and apply administrative principles in the implementation of Municipal Office Administration	4	5 days	6

Utilise administrative systems within the municipality to support service delivery

- Record and maintain administrative information
- Maintain information at the required level of confidentiality
- Demonstrate an understanding of and apply the personnel procedures relating to compliance with municipal requirements
- Process filing and indexing of important documentation

Successful service provider would be expected to carry out the following activities in consultation with the municipality.

- Facilitate the learning program
- Conduct assessments
- Moderate assessment and
- Issue the certificates.

A successful service provides will be expected to supply all the learning material for the program and must demonstrate this ability in the proposal. Interested consultants, individuals and organizations must prepare and submit the following:

Requirements:

- A detailed proposal
- Company profile (with CVs of lead consultants)
- Relevant experience
- Accreditation Certificate

The following conditions will apply:

- Valid Training provider Accreditation letter. Certified copies only.
- A valid original Tax Clearance certificate must accompany your quotation.
- BBBEE certificate must accompany your proposal
- If not registered in our Municipality suppliers database, your quotation must be accompanied by the database applications forms

Failure to comply with these conditions may invalidate your offer.

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NB!!

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

NB!!

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation e.g. Tax Clearance and BBBEE certificate.

Vendors Registration:

Prospective Vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

NOTE: "Mohokare Local Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."

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

**MSCM Regulations: "in the service of the state" means to be –*

(a) a member of –

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Yours Faithfully

Mr TC Panyani

Municipal Manager