

MATJHABENG

MUNICIPALITY
UMASIPALA



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MMASEPALA

INVITATION TO BID

RFQ NO.57/2014-15

REQUEST FOR SOURCING OF TRAINING PROVIDER: MINUTE TAKING AND REPORTING WRITING TRAINING (RE-ADVERT)

Prospective bidders are hereby invited to submit quotations for sourcing of training provider: Minute taking and reporting for Matjhabeng Local Municipality. Bid documents are available free of charge from Office number 106 Municipal Offices (Main Building), C/O Stateway and Ryk Street, Civic Centre, Welkom. The advert will be placed on the website and Notice Board for Seven Days (7 Days).

Bid documents accompanied by quotations in sealed envelopes quoting the RFQ number, RFQ description and addressed to the Municipal Manager, Matjhabeng Local Municipality, P.O Box 708, Welkom 9460 must be deposited in the Quotation Box, placed at the entrance of Municipality Offices (Main Building) Corner of Ryk Street and Stateway, Civic Centre, Welkom or send by mail to the afore-mentioned address. Quotations will be opened after the closing date.

Closing Date and Time:

Tuesday, 18 November 2014 at 12H00

Enquiries may be directed to:

Mrs. Lizzy Mothekhe at Tel: (057) 391 3103

Bidders should take note of the following:

1. The relevant MBD Form e.g.: SBD4 Declaration of Interest **must** be completed and submitted with Quotation.
2. Bidders must submit a valid and original **Tax Clearance Certificate** or in the case of a Joint Venture, valid and original **Tax Clearance Certificates of All Partners** in the Joint Venture.
3. Bidders are to familiarise themselves fully with the Specifications and other portions of the bid document.
4. Bidders must attach Quotation with a letter head of the company when submitting bids.
5. Bidders are requested to complete the specification form in full.
6. Supply Chain Management Policy objectives of Matjhabeng Local Municipality will be applied.
7. No faxed copies or e-mails or late bids will be considered.
8. Only signed original bids will be accepted.
- 9. Bidders must submit their latest Municipal account with the address corresponding to the company's address on CPIC registration document or a Lease Agreement.**
- 10. Bidders must also submit CK 1 or 2 or any form of registration with CPIC, (compulsory)**
11. Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act 80/20
12. The lowest or any bid will not necessarily be accepted and the Municipality reserves the right to accept any bid wholly or partially.
13. Bidders must be registered on municipal Database of suppliers.
14. Bidders are required to, together with their bids; submit original and valid **B-BBEE** Status Level Verification Certificates or Certified copies thereof to substantiate their **B-BBEE** rating claims with **SANAS** Logo, for **Exempted Micro Enterprise** must submit a Certificate issued by registered auditors or accounting officers with practice number
15. **Service Providers are requested to submit reference letters of previous similar work done.**

Mr. T.Tsoaeli
Chief Financial Officer