P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Bid No: SCM 08/2022/23

Supply Chain enquiries: 016 973 8740/44

Date: 25 August 2022

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

REQUEST FOR ACCREDITED SERVICE PROVIDER FOR FACILITATION OF SUPERVISORY TRAINING (in house)

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R20.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **01 September 2022 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report.**
- **Bidder must attach one (01) reference letter from previous work implemented.**
- **Bidder must provide certificate of accreditations with relevant Sector Education Training and Authority or Council of higher Education.**

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the Preferential Procurement Policy Framework Act 5 of 2000 for this purpose the bidders are required to submit their BBBEE Certificate to claim BBBEE points.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Adv L.M.A Mofokeng
Municipal Manager

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SPECIFICATION	
DESCRIPTION	
Request for seven days bid for accredited services provider for facilitation of Supervisory Training for 22 employees for 03 days (in house)	
1.	**TERMS OF REFERENCE**
	- The bidder must be able to provide training for the duration of training programme. - The bidder must be able to conduct assessments and issue certificates of competency to participants who found competent. - The bidder must be able to recommend remedial programme when need arises - The bidder must bring own tools of learning such as flipcharts, stationary, pen, board marker and projector. - The bidder must issue learning materials (modules)
2.	**COMPLIANCE**
2.1	**Experience:** - The bidder must have previously conducted related supervisory or team leading training programmes - The bidder must attach 01 reference letter from any institution as a reference of previous work implemented.
2.2	**Capacity:** - The bidder must provide their certificate of accreditation with relevant Sector Education Training and Authority or Council of Higher Education.