



**NQUTHU MUNICIPALITY
SUPPLY CHAIN MANAGEMENT
NOTICE OF INVITATION**

INVITATION TO QUOTE

Quotation Description	<p>Request service providers to conduct PFMA training to 06 finance officials</p> <p><u>TERMS OF REFERENCE – PUBLIC FINANCE MANAGEMENT ACT PROGRAMME</u></p> <p>National Diploma : PFMA NQF : Level 6 SAQA ID : 49554 Accreditation : LGSETA Delegates : 06</p> <p>NB: Full conference package includes: (Venue, training materials, catering (morning tea and lunch), etc.</p> <p><u>SCOPE</u></p> <p>Financial management in public administration training encompasses the knowledge and skills needed to effectively manage public funds, ensuring accountability, transparency, and efficient resource allocation. This includes understanding the public financial management cycle, budgeting, revenue management, and risk management within the public sector.</p> <p><u>COURSE CONTENT</u></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>ID</u></th> <th style="text-align: left;"><u>UNIT STANDARD TITLE</u></th> </tr> </thead> <tbody> <tr> <td>US 119350</td> <td>Apply accounting principles and procedures in the preparation of reports and decision making.</td> </tr> <tr> <td>US 119351</td> <td>Apply principles of computerized systems to manage data and reports relevant to the public sector administration.</td> </tr> <tr> <td>US 119352</td> <td>Apply principles of information systems to public finance and administration.</td> </tr> <tr> <td>US 119348</td> <td>Apply selected GRAP (Generally Recognized Accounting Practices) to periodic accounting reporting process.</td> </tr> </tbody> </table>	<u>ID</u>	<u>UNIT STANDARD TITLE</u>	US 119350	Apply accounting principles and procedures in the preparation of reports and decision making.	US 119351	Apply principles of computerized systems to manage data and reports relevant to the public sector administration.	US 119352	Apply principles of information systems to public finance and administration.	US 119348	Apply selected GRAP (Generally Recognized Accounting Practices) to periodic accounting reporting process.
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- US 119331** Conduct working capital management activities in accordance with sound financial management policy.
- US 119340** Apply economic principles to finance and management decisions.
- US 119335** Conduct and apply statistical analyses required to make informed public sector finance decisions.
- US 119339** Prepare and interpret tax reports and returns required by South Africa's legislation.
- US 119343** Apply operations research principles and tools in the management of project activities and resources.
- US 119347** Analyse and evaluate the impact of macroeconomic data on the operating environment of the public sector.
- US 119349** Apply principles of risk management to manage and report risk situations.
- US 119345** Apply principles, regulations and legislation underlying supply chain management in the public sector.
- US 119344** Apply the legislation governing the establishment and management of public entities.
- US 119336** Manage the development and performance of human capital in the public sector.
- US 119342** Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration.
- US 119346** Apply sound communication principles in the coordination of selected public sector communications programmes.
- US 119333** Conduct and apply mathematical analyses relating to economics and finance.
- US 119335** Conduct and apply statistical analyses required to make informed public sector finance decisions.
- US 119332** Manage and develop oneself in the public sector work environment.
- US 119353** Plan and implement public-private partnerships for municipal service delivery.

REQUIRED EXPERTISE

The Bidder must have the following:

1. The Service Provider must have experience in PFMA training
2. The service provider must be accredited by LGSETA

MANDATORY REQUIREMENTS:

- A valid original Tax Clearance Certificate or compliance clearance Pin must be submitted.
- Schedule of previous similar works (relevant experience).
- Letter of Accreditation with LGSETA
- Certified copy of B-BBEE certificate
- Certified ID copies of members
- Facilitators certified copies of academic certificates
- Company registration certificate.
- MBDs 1-9
- Proof of CSD registration

Quotation Number	SCM/020/25-26
Invitation Date	30 JULY 2025
Closing Date and time	06 AUGUST 2025 12:00 PM
SCM Enquiries	034 271 6164
Where quotation can be collected	NQUTHU MUNICIPALITY RECEPTION AREA NQUTHU MUNICIPALITY WEBSITE
Where Quotation should be delivered	QUOTATION BOX AT THE RECEPTION AREA IN LOT83/2 MDLALOSE STREET OR adsithole@nquthu.gov.za

TERMS AND CONDITIONS

- The price(s) quoted must be valid for at least thirty (30) days from the date of your offer.
- Price(s) quoted Price must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must be registered in the Municipal Suppliers Database or CSD.
- Bidders must complete all supplementary and compulsory MBD forms enclosed in this RFQ.
- The municipality reserves the right to do due diligence on the quotations.
- The municipality reserves the right to benchmark prices quoted.
- The lowest acceptable price will score 80 points: price and 20 points for specific goals.
- All price quotations that have a rand value of R1.00 to R50 000 000.00 including VAT, will be evaluated by applying the 80/20 principle as Prescribed by the Preferential Procurement Policy Framework Act of 2022.

NQUTHU MUNICIPALITY SPECIFIC GOALS PREFERENCE POINT SUMMARY

The Nquthu Municipality SCM Policy in respect of specific goals include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme

20 points specific goals scores – Points breakdown and verification criteria

Specific goals	Points (80/20)	Verification
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100% black ownership (African, Indian, colored)	10	CSD
Enterprise located within SA	10	Proof of res, CSD