



Date of advert: **23 May 2018**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/858/17-18

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than **Tuesday, 29 May 2018 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR faxed to: 034 271 6148** for the attention of the SCM Office.

The following conditions will apply:

- 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.
- A firm delivery period must be indicated.
- Bidders must complete MBD4 (**Declaration of Interest**) form obtainable from the municipal SCM office and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

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

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

Tel: 034 271 6108
adsithole@nquthu.gov.za

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	Request servicer provider to conduct training for 03 officials of Environmental Waste Management Training.	
1	<u>ENVIRONMENTAL WASTE MANAGEMENT TRAINING</u>	03
	<p>Quotations are hereby invited from interested and LGSETA accredited service providers with proven track record to conduct training for Waste Management Training.</p> <p>Quotation must be inclusive of full conference package for 03 officials.</p> <p>NB: Full conference package includes: (Venue, training materials, catering (morning tea and lunch), etc.)</p>	
	<p><u>TERM OF REFERENCE</u></p> <p>NQF LEVEL : 05 NUMBER OF LEARNERS : 03 PROGRAMME NAME : WASTE MANAGEMENT CLASSIFICATION : Skills programme CREDITS : 05 DURATION : 05 DAYS DATE : Provided by Service Provider VENUE : Provided by Service Provider ACCREDITATION : LGSETA</p> <p><u>ENVIRONMENTAL WASTE MANAGEMENT TRAINING</u></p> <p>We kindly request Training for 2 people under Environmental Waste Management. The training will run for 5 days. These officials will be trained on the following modules:</p> <ul style="list-style-type: none"> ▫ Landfill Site Management & Trenches formulation ▫ Innovative & Creative Thinking ▫ Communication & Organisational Management skills ▫ Monitoring & Evaluation Methods <p><u>TERMS OF REFERENCE FOR ENVIRONMENTAL WASTE MANAGEMENT TRAINING</u></p> <p><u>BACKGROUND</u></p> <p>The impact of waste on the environment and the health of humans is an immense cause for concern. The inability to collect waste from the community can tarnish the image of</p>	

the Municipality; create health hazards which can result in the loss of revenue. It is also important to dispose waste in a proper & safe manner. The Municipality is seeking the services of a Service Provider accredited by LGSETA or any accredited SETA to conduct Training for 2 Environmental / Waste Management Officers.

TERMS OF REFERENCE

The following is what the Municipality will adhere to in evaluating proposals:

1. The Service Provider must have at least 3 years' experience in Waste Management environment; and must have worked with more than 2 municipalities in the field of Landfill and Waste Management or related consulting activities to provide the service. Company Profile and Proof of contactable references should accompany the Bid. Failure to provide this will deny the provider necessary points required to proceed in the Evaluation.
2. The Service Provider must be accredited by LGSETA or any other accredited SETA in order to render the required services to the municipality. Failure to provide proof of accreditation will deny the provider necessary points required to proceed in the evaluation.
3. Service Provider must propose step by step, of how they wish to carry out the project (Project Implementation Plan).
4. The Service Provider must be ready to commence work within a week or receive the purchase order or letter of appointment.
5. The service provider should supply the training material as well as the certificate of completion/ participation after the course is finished

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.
- MBD 4 Declaration of interest
- Proof of payment for municipal services (rates or rentals)
- Proof of CSD registration

	NB: Failure to submit relevant mandatory requirements may forfeit chances of being awarded.	

DELIVERY ADDRESS:

ⁱ * 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 Public Finance Management Act, 1999 (Act No.1 of 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.