



Date of advert: **23 May 2018**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/857/17-18

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 stateⁱ

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 06 Library Volunteers for 02 days.	
1	<u>TRAINING FOR LIBRARY VOLUNTEERS</u>	06
	<p>Quotations are hereby invited from interested and LGSETA accredited service providers with proven track record to conduct training for Library Volunteers</p> <p>Quotation must be inclusive of full conference package for 06 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 : 06 PROGRAMME NAME : LIBRARY TRAINING CLASSIFICATION : Skills programme CREDITS : 05 DURATION : 02 DAYS DATE : Provided by Service Provider VENUE : Provided by Service Provider ACCREDITATION : LGSETA</p> <p><u>PURPOSE OF THE TRAINING</u></p> <p>Library Services is one of the sections under Corporate and Community services. The aim of this section is to serve the information needs of Nquthu and surrounding commuters. The municipality is seeking the services of a service provider accredited by LGSETA or any accredited SETA to conduct training for six library volunteers.</p> <p><u>COURSE CONTENT</u></p> <p>Skills or Competencies – Actions that are essential to achieve the course outcomes:</p> <ul style="list-style-type: none"> • THE ROLE OF LIBRARIES IN THE COMMUNITIES 	

	<p>TERMS OF REFERENCE FOR THE TRAINING</p> <p>Background</p> <ul style="list-style-type: none"> • The service provider must have at least 2 years' experience providing similar training. 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. • The service provider must be LGSETA accredited or any other accredited SETA in order to render the required services to the municipality. Failure to provide of accreditation will den the provider necessary points required to proceed in the evaluation. • Service provider must propose systematically, how they wish to carry out the training. • The service provider must be ready to commence work within a week or two. 	
	<p><u>MANDATORY REQUIREMENTS:</u></p> <ul style="list-style-type: none"> • 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 	
	<p>NB: Failure to submit relevant mandatory requirements may forfeit chances of being awarded.</p>	

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.