



Date of advert: **24 February 2021**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/541/20-21

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 **Thursday, 04 March 2021 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**) and MBD6.2 (**Local content and production**) 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 6184
adsithole@nquthu.gov.za

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	Request servicer provider to Appointment of Facilitator Advanced Minutes Taking	
	<p>NQF LEVEL : COMPLETION CERTIFICATE NUMBER OF LEARNERS: 04 DURATION : 05 DAYS CLASSIFICATION : SKILLS PROGRAMME ACCREDITATION : RELEVANT TO SETAs FULL CATERING SERVICES</p> <p>The Municipality is looking for a Service Provider who will render a full Advanced Minutes Taking Training Course for Municipal employees. The service provider will among others render a theory and practical learning. Following is the scope:</p> <p>The following will be covered in the package:</p> <p>Modules for the Advanced Minutes Taking training courses include:</p> <ul style="list-style-type: none"> • Textual features & conventions in business writing • Speed writing/ shorthand for effective advanced minutes taking • Agendas- design and preparation • Advanced minutes taking • Preparation of minutes • Turning mediocre minutes into a professional document writing and preparing memoranda and email. • Harnes the corrency numbering & bullet formats ensure that white space is used to maximum effect utilise a series of survival kits • Learning a different "Smarts" • Building effective relationships • Leading others with emotional intelligence • Managing pressure with emotional intelligence <p><u>Requirements</u></p> <ul style="list-style-type: none"> - The Service Provider must be registered with SAQA and Relevant SETA - The Service Provider must be able to assess employees and be able to issue 	

	<p>competency certificates at the end of the training.</p> <ul style="list-style-type: none"> - Provide the following: <ul style="list-style-type: none"> • Advise on waiting period for Learners Completion Certificates • Advise on steps to follow after each module and practical sessions. • Advise on what challenges are encountered during both theoretical learning and practical sessions. <p><u>Contract</u></p> <p>The service provider will have a signed agreement with the Municipality committing to render all the services mentioned above accordingly</p>	
	<p><u>Mandatory Requirement</u></p> <p>Failure to provide the following documents will automatically disqualify the Provider:</p> <ol style="list-style-type: none"> 1. Valid Tax Clearance Certificate 2. Company Registration Certificate 3. Directors Certified ID Copy 4. B- BBEE Certificate 5. MBD 4 (Declaration of interest form) 6. Certified copy of Accreditation certificates (SAQA and SETA) 7. Facilitators and Assessors certified copy of academic certificates 8. Proof of experience related to the scope of work & contactable references 9. Service provider must be registered on a CSD 	

DELIVERY ADDRESS:

_____ **FACILITATOR'S WORKPLACE** _____

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;

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- (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.