



Date of advert: **06 April 2021**

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/640/20-21

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 **Wednesday, 14 April 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
	<p>Terms of Reference for the Appointment of Facilitator EAP Committee Functions</p>	
	<p>TERMS OF REFERENCE</p>	
	<p>NQF LEVEL : COMPLETION CERTIFICATE NUMBER OF LEARNERS: +-30 DURATION : 05 DAYS CLASSIFICATION : SKILLS PROGRAMME ACCREDITATION : RELEVANT TO SETAs</p> <p>The Municipality is looking for a Service Provider who will render training on EAP Committee Functions for Municipal employees. The service provider will among others render practical learning. Following is the scope:</p> <p>The following will be covered in the package:</p> <p>Modules for the EAP Committee Functions training courses include Overall Duties and Functions of EAP Committee in line with the Local Government.</p> <p>1. <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 competency certificates at the end of the training. - 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 on and during learning sessions. <p>2. <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>3. <u>Payment</u></p> <ul style="list-style-type: none"> - The Service Provider will be paid via EFT. - The Service Provider will have to invoice the municipality. - The Service Provider will be paid within 30 days of invoice submission. <p>4. <u>Mandatory Requirement</u></p> <p>Failure to provide the following will automatically disqualify the Service Provider:</p> <ul style="list-style-type: none"> - Filled Nquthu Suppliers Database Forms - Tax Clearance Certificate - CK registration - Directors Original Certified copy of ID - Registration letter from SAQA and SETA <p>5. <u>Review</u></p> <ul style="list-style-type: none"> - The Terms of Reference will be reviewed as required. All changes to the Terms of Reference will be subject to the approval of the municipality. 	

DELIVERY ADDRESS:

 NQUTHU MUNICIPALITY

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.