



Date of advert: 31 January 2023

**NQUTHU MUNICIPALITY  
UMASIPALA WASE NQUTHU**

**QUOTATION NUMBER: SCM/423/22-23**

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, 07 February 2023 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** email to: [adsithole@nquthu.gov.za](mailto:adsithole@nquthu.gov.za) for the attention of the SCM Office.

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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<sup>1</sup>**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**FOR ENQUIRIES Tel: 034 271 6145 (Mr. Mdu Sibiya)**  
[msibiya@nquthu.gov.za](mailto:msibiya@nquthu.gov.za)

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	Request service provider who will render training for municipal officials	
	<b>TERMS OF REFERENCE – DEBT MANAGEMENT SHORT COURSE TRAINING</b>	
	Training Location : By Service provider Refreshments : By Service provider NQF level : Completion certificate No. of learners : 06 Duration : 05 days Classification : Skills programme Accreditation : Relevant to SETAs	
	The municipality is looking for a service provider who will render a Debt Management short course training for municipal employees. The service provider will among others render a theory and practical learning. Following is the scope:	
	<b>Requirements</b>	
	<ul style="list-style-type: none"> <li>• The service provider must be registered with SAQA and relevant SETA</li> <li>• The service provider must be able to assess employees and be able to issue competency certificates at the end of the training</li> <li>• Provide the following:               <ul style="list-style-type: none"> <li>Advise on waiting period for learners completion certificates</li> <li>Advise on steps to follow after each module and practical sessions.</li> <li>Advise on what challenges are encountered during both theoretical learning and practical sessions.</li> </ul> </li> </ul>	
	<b>Contract</b>	
	The service provider will have a signed agreement with the municipality committing to render all the services mentioned above accordingly.	
	<b>Requirement</b>	
	<ul style="list-style-type: none"> <li>• Filled Nquthu suppliers database forms</li> <li>• Tax clearance certificate</li> <li>• CK certificate</li> <li>• Directors original certified copy of ID</li> <li>• Registration letter from SAQA and SETA</li> <li>• CSD registration</li> </ul>	

	<b>Review</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	

**DELIVERY ADDRESS:**

**\_\_\_\_\_NQUTHU LOCAL 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.