



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749
Fax: 039 834 2978 / 039 834 1168
Email: procurement@ubuhlebezwe.org.za**

REF: 25220/1/2

**QUOTE NO: UBU-Q-10/10/13
Date: 29 October 2013**

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION FOR ACCREDITED SERVICE PROVIDER TO CONDUCT INHOUSE BASIC COMPUTER COURSE FOR 3-5 DAYS

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 and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "BASIC COMPUTER COURSE": - & UBU-Q-10/10/13" not later than the 08TH of November 2013 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

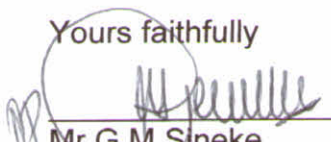
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database of Ukhahlamba-Kei-Ora Municipality.
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- **Proof of Company Registration Document**
- **Copy of ID if Sole Trader**
- **Letter/Statement confirming status of municipal accounts (i.e rates, water)**
- **Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.**

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

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully


Mr G M Sineke
Municipal Manager

UBuhlebezwe Local Municipality

INVITATION FOR QUOTATIONS FROM APPROVED SERVICE PROVIDERS TO PROVIDE A BASIC COMPUTER (14919) NQF 4- 7 CREDITS TRAINING FOR 14 EMPLOYEES, WORDPRESS (116936) NQF 3-3CREDITS (01 EMPLOYEE), ADVANCED WORD (117924) NQF 2- 5 CREDITS (07 EMPLOYEES), ADVANCED EXCEL (116943) NQF 4- 3 CREDITS (07 EMPLOYEES) AND INTERMEDIATE EXCEL (116940) NQF 3- 6 CREDITS (04 EMPLOYEES)

Quotations are hereby invited from approved, reputable, experienced, accredited and reliable service providers to provide on Computer Trainings as detailed below:-

Delegate	: 14 delegates
Specification	: An inhouse training, Service Provider to provide laptops with mouse or Desktops
Accreditation	: Accredited by mictseta (Media, Information and Communication Technologies Sector Education and Training Authority) to conduct this training : A Skills Programme in a specified unit standard relevant to each of the abovementioned trainings : Reference must be attached on your proposal. : Service Providers must have experience with other Municipalities or any other reputable organisations at least not more than 6 months old.

Terms of Reference

It will be a skills Programme

Duration of the course (3 days)

Cost for training, should include lunch for learners

Venue will be provided by the Municipality

Assessment methodology that will be used

A detailed report after completion of the training, Submit it together with attendance register, invoice and certificates

For enquiries, please contact Mrs LH Khumalo at 039 834 7700

Late quotations will not be accepted.

Evaluation Criteria

Stage 1: Functionality

In order to reach the final stage, the bidder must obtain at least 50% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 50% will not be considered for the second stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS- MAXIMUM 50 POINTS

0	year	0 point
1-2	years	15 points
3-4	years	30 points
5+	years	50 points

SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 30 POINTS

R0	0 point
R1-R50 000	10 points
R50 001-R100 000	20 points
R100 000 +	30 points

PERSONNEL EXPERIENCE (RELEVANT TO THIS JOB)- MAXIMUM 20 POINTS

0	year	0 point
1-2	years	10 points
3-4	years	15 points
5+	years	20 points

POINTS SYSTEM

STAGE 2:

80 points for price

20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.