



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

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

QUOTE NO: UBU-Q-01/09/13
Date: 18 SEPTEMBER 2013

REF NO: 25083

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR TRAINING FOR WARD COMMITTEES

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 "TRAINING FOR WARD COMMITTEES": - & UBU-Q-01/09/13" not later than the 27TH of SEPTEMBER 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 Uthmaniyana Municipality database
- **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

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION - WARD COMMITTEE TRAINING AND FACILITATION

UBuhlebezwe Local Municipality hereby invites professional accredited Training Providers to submit Proposals and cost quotations for a skills development Facilitation to the Ward Committee Members on the following:

1. Title of the skills Programme: Community Based Planning Programme for Ward Committees

Sessions of the training to cover the following areas;

- Why Community-based Planning
- Community-based Planning and the Municipal Integrated Plan
- The Methodology of Community-based Planning
- The Role of Ward Committees and Other Stakeholders in the Community Based Planning Process

2. Terms of Reference

A Skills Programme will be aligned to unit standards. Manuals will be made available by the Municipality including details of the unit standard, type of NQF level, Assessment methodology and Duration of the Course as per prescribed training manual therefore the Training Provider need not to develop a manual. Training Provider shall produce a Proof of programme accreditation by the LGSETA on Ward Committee and Governance.

3. Training Breakdown: Costs should include facilitation for a 9 (Nine) days to a total number of 145 candidates.

SESSIONS	CLUSTERS
3 Days Training Facilitation Sessions for a group of 48	<u>First Cluster</u> Ward One, Two, Three & Four
3 Days Training Facilitation Sessions for a group of 49	<u>Second Cluster</u> Ward Six, Ten, Eleven & Twelve
3 Days Training Facilitation Sessions for a group of 48	Third Cluster Ward Five, Seven, Eight & Nine

Training provided to obtain suppliers database from Ubuhebezwe Supply Chain Section.

Note: Training Manuals to be made available, dates and the venue to be communicated to the awarded Training Provider only when the selection process is complete.

For enquiries kindly contact Ms T Hlangu at 039834 7700