



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
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Email: procurement@ubuhlebezwe.org.za

REF: 27357/8
QUOTE NO: UBU-Q-02/07/16
Date: 11 July 2016

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR MICROSOFT ADVANCED EXCEL TRAINING.

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 "**MICROSOFT ADVANCED EXCEL**": - & UBU-Q-02/07/16" not later than the 22 July 2016 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.
- The quote must be submitted on a separate page containing the letterhead of your business.
- 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.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the database not older than 1 year.
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Proof of registration in the Central Supplier Database
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- 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

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
	26	Request an accredited Service Provider to a training on Microsoft Advanced Excel	
		SAQA ID 116837 Unit Standard Title: Use a Graphical User Interface (GUI) – based spreadsheet application to create and edit spreadsheets, 4 Credits.	
		SAQA ID 116940 Use a Graphical User Interface (GUI), based spreadsheet application to solve a given problem, 6 Credits.	
		SAQA ID 116943 using a Graphical User Interface based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet.	
		Duration of 3 days in house Include lunch of R60 per person per day	
DELIVERY ADDRESS: 29 MARGARET STREET IXOPO 3276			

UBuhlebezwe Local Municipality hereby invites professional service providers to submit cost quotations and proposals to undertake skills development for Microsoft Advanced Excell for 26 Employees in our premises as follows:-

Terms of Reference

It will be a Skills Development Programme which will be aligned to unit standard (i.e) 116837, 116940 & 116943

Proof of programme accreditation

Duration of the course (03 days)

Cost for training, cost should include lunch of R60.00 per learners per day

Service Provider to provide laptops/desktops for learners

Venue will be provided by the Municipality

Assessment methodology that will be used

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 70% of the points for functionality. The company should demonstrate the relevant experience of the project. **Bidders who do not score more than 70% and does not include methodology and course content 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 25 POINTS (No points to be given if proof is not attached)

1-2	years	5 points
3-4	years	10 points
5+	years	25 points

SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 20 POINTS

R1-R50 000	10 points
R50 001-R100 000	20 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

Reference letters/appointment letters or orders maximum – 20 points

1-5 letters/orders = 10 points

Over 6 letters/orders = 20 points

Methodology and Course Content – 15 points

Service Providers are required to attach a detailed methodology and course content to be covered in the course. Failure to attach methodology and course content will render your tender to be eliminated. Methodology and course content

(good) – 15 points
(average) –10 points
(poor) – 0 point

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.