



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
Fax: 039 834 2978
Email: procurement@ubuhlebezwe.org.za

REF: 25000
QUOTE NO: UBU-Q-05/07/15
Date: 08 July 2015

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR MICROSOFT EXCEL
ADVANCED 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 EXCEL ADVANCED TRAINING": - & UBU-Q-05/07/15" not later than the 17 July 2015 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 not older than 1 year.
- **BBBEE Certificate bearing a SANAS LOGO or an auditor's or accountant's practise number (if your certificate does not have these, 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) 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
	10	Request for an Accredited Service Provider to do a Microsoft Excel Advanced Training(Unit Std 116943)	
		Training to be in conducted in our premises, Cost to include Lunch of R60.00 per person per day.	
		Duration of four(04) days	

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 Excel Advanced for 10 Employees as follows:-

1) Microsoft Excel Advanced

Terms of Reference

It will be a Skills Development Programme which will be aligned to unit standard (I.E.) 116943

Proof of programme accreditation

Duration of the course (05 days)

Cost for training, cost should include lunch for learners

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 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 30 POINTS

0	year	0 point
1-2	years	15 points
3-4	years	20 points
5+	years	30 points

SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 30 POINTS (please attach proof of previous experience, no points to be given if proof is not attached)

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

Reference letters maximum - 20 points

1-5 letters = 10 points

Over 6 letters = 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.



GM SINEKE
MUNICIPAL MANAGER