

MAKHADO MUNICIPALITY

QUOTE NO. MAK52/2014/2015

QUOTATION: RECRUITMENT, SELECTION AND INTERVIEWING TRAINING PROGRAMME

All interested service providers are hereby invited to submit written quotations for the **RECRUITMENT, SELECTION AND INTERVIEWING TRAINING PROGRAMME**

Please note that the accreditation needs to be against the qualification/ Unit standards ID and NQF level listed below. The training will be conducted internally only (in house) and only where need be, It should be service provider based

SPECIFICATION:

NAME OF LEARNING PROGRAMME	UNIT STANDARD/SA QA ID	NQF LEVEL	SKILLS PROGRAMME/ QUALIFICATION	NUMBER OF CURRENTLY EMPLOYED LEARNERS	DURATION
Recruitment, Selection And Interviewing Training Programme	12140	5	Skills Programme	10	03 Days

NB: QUOTATION SHOULD INCLUDE TRAVEL, ACCOMMODATION FOR THE FACILITATOR, MATERIAL AND FACILITATION.

Requirements

- **Valid Original Tax Clearance Certificate**
- **Copy of company registration certificate**
- **Certified copy/copies of company owner(s) ID Books**
- **Copy of accreditation certificate against the qualification/unit standard ID**
- **BBBEE Certificate**

Quotations must be as follows:

1. be signed by an authorized person of the supplier
2. be on an original letter head of the company/enterprise
3. be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. Be accompanied by an original valid SARS Tax Clearance Certificate.
6. Be accompanied by fully completed MBD 6.1 and MBD 4 obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **"MAK52/2014/15"** & description **"RECRUITMENT, SELECTION AND INTERVIEWING TRAINING PROGRAMME "** and be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 24 OCTOBER 2014**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council's Supply Chain Management Policy and **80/20** points scoring will be used. Preference points will be allocated according to BBBEE rating.

Please Note:

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **MR MANEBANEBA T** at telephone number **015 519 3124** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.

4. Admin enquiries can be directed to **Ms Masete A.H** or **Mr Ramabulana M** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no : 152/2014
File no : 8/3/2/1
IP MUTSHINYALI
MUNICIPAL MANAGER