

MAKHADO MUNICIPALITY

QUOTE NO. MAK88/2016 2017

DESCRIPRTION: INTRODUCTION TO END-USER COMPUTING TRAINING PROGRAMME

All interested service providers are hereby invited to submit written quotations for the **introduction to end-user computing 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/ SAQA ID	NQF LEVEL	SKILLS PROGRAMME/ QUALIFICATION	NUMBER OF CURRENTLY EMPLOYED LEARNERS
INTRODUCTION TO END-USER COMPUTING (Intro To Pc, Ms Word, Ms Excel, Ms PowerPoint, Internet And E-Mails)	116932; 117924; 116937; 116945	3	Skills Programme	44

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

Requirements

- **Valid Tax Compliance Status Pin Issued**
- **Copy of Company Registration Certificate**
- **Certified Copy/Copies of Company Owner(s) ID Books**
- **Unit Standard: 116932; 117924;116337;116945**
- **Certified copy Sworn Affidavit BBBEE Certificate**
- **Copy of CSD Summary Report**
- **Proof of Latest Payment of Municipal Services/ Account or Lease Agreement or Letter from Traditional Authority**

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 **“MAK88/2016/2017”** & description **“INTRODUCTION TO END-USER COMPUTING 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 27 MARCH 2017**

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 NTSIENI TP** or Mr **RAMABULANA M** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice No : 49/2017
File No : 8/3/2/1
M J KANWENDO
ACTING MUNICIPAL MANAGER