





MHLONTLO MUNICIPALITY

 POSTAL ADDRESS P.O. Box 31 Qumbu 5180		
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 PHYSICAL ADDRESS 96 Lungile General Mabindla Street Qumbu 5180
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T1.1 : REQUEST FOR QUOTATIONS

PROJECT NAME	CONTRACT NUMBER	ADVERT DATE	CLOSING DATE
Basic Computer Literacy Training	HR-01-SC-BCLT-2017/2018	07/08/2017	16/08/2017 12:00PM

Mhlontlo local Municipality is requesting accredited service providers to submit a detailed methodology proposal for training of **61 Ward Councillors** on Basic Computer Literacy (NQF Level 3) for a duration of 10 days.

The trainings will entail:

- Basic Concepts of Information Technology
- File Management (Windows 10)
- Word Processing (Microsoft Word 2016)
- Spreadsheets (Microsoft Excel 2016)
- Presentations (Microsoft PowerPoint 2016)
- Invitation Cards (Publisher 2016)
- Information and Communication (Microsoft Outlook and Internet Explorer)

1. EVALUATION CRITERIA

The tender will be evaluated on the 80/20 Preference Point System as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000, and Points will be awarded to a bidder for attaining the B-BBEE status level of contribution.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Valid Tax Clearance Certificate and Tax compliance status Pin
- Company registration documents
- Properly and duly certified copies of original identity documents of members
- Company Profile with contactable references
- Certified B-BBBEE Certificate issued by either verification agencies accredited by SANAS or Sworn Affidavit from DTI
- Proof of Municipal Rates not later than three months
- CSD Report not later than one month from the Tender Closing date
- MBD4

Must be deposited in the tender Box at the Mhlontlo Local Municipality, 96 Lungile Mabindla Street Qumbu or Posted to P.O. Box 31 Qumbu 5180. Faxed or electronic submission of documents will not be accepted.

Mhlontlo Local Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it.

The Municipality does not bind itself to accepting the lowest tender or any tender

4. ENQUIRES

Any queries for further information relating to this advert must be directed to Mrs. T Mabono (Skills Development Office) on 047 553 7000 and SCM queries to be forwarded to Mr. T Mbono at 047 553 7000.


MR S.G SOTSHONGAYE
MUNICIPAL MANAGER