

# MHLONTLO LOCAL MUNICIPAL



## BID NOTICE

All registered, accredited and experienced training providers are hereby invited to tender for the following trainings.

Description	Project No./ Course name	Number of Attendees	Date of advert	Closing Date
Training of Ward Secretaries on minutes taking, report writings. The aim of this training is to assist the participants with the broad knowledge of how to take minutes during the meeting correctly and the best practice on report writing/ compilation. The training should be unit standard based that should address the above.	Minutes taking , report writing and office management NQF LEVEL 4 ( 3 days) Contract No.: MT/SK/SC/2017	26 Ward secretaries	30 <sup>nd</sup> May 2017	08th June 2017 12:00

### Bids must comply with the following condition:

- Original Valid Tax Clearance Certificate
- Properly and duly certified copies of originals of company registration documents
- Properly and duly certified copies of original identity documents of members
- Company Profile with contactable references
- Current B-BBEE Certificate issued by either verification agencies accredited by SANAS or register auditors approved by IRBA
- MBD forms ( MBD4)

### NB: Preferential Procurement Regulations, 2011 pertaining to the MFMA will apply.

- 80 points for price
- 20 points for B-BBEE status level contributor

Sealed tenders/ proposals, endorsed with the corresponding Course name and description must be placed in the tender box at Mhlontlo Local Municipality in Qumbu offices not later than 12h00 on the 08 June 2017 after which the tenders will be opened in public.

All tenders shall hold good for 90 days after tender closing date. The Council is not bound to accept the lowest or any tender and or part thereof and the Council reserves the right to accept any tender in whole or in part. All electronic, telegraphic, telefax, e-mail and late tenders will not be considered and tenders not deposited in the tender box as prescribe in this notice will not be considered as well.

For enquiries regarding the issuing of supplier database registration forms, please contact Mr T Mbono at 047 553 7000.

For clarity on training descriptions please contact Mrs Tumeka Mabono at 047 553 7000.

~~SG Sotshongaye~~ 30/05/2017

Mr SG Sotshongaye

Municipal Manager

Mhlontlo Local Municipality

P.O. Box 31

Qumbu

5180