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## LEPELLE-NKUMPI MUNICIPALITY

### REQUEST FOR QUOTATION NUMBER QT0016/2013/14

#### QUOTATION: COMPUTER TRAINING SERVICES

Suitable service providers are hereby invited to submit written quotations for computer training services

ITEM NO.	DESCRIPTION	QUANTITY
1	<p><b>END USER COMPUTER LITERACY LEVEL 1</b></p> <ul style="list-style-type: none"> <li>• Five days training on level 1 or basic computer literacy (ms word, excel, PowerPoint, ms outlook, computer literacy typing and windows)</li> <li>• Learners to receive competency certificates at the end of the course (assessments)</li> <li>• be accredited with SETA (accreditation certificate must be attached)</li> <li>• be able to provide training venue, refreshments (including lunch), training manual and assessment.</li> <li>• To be held around polokwane</li> </ul>	10

#### Conditions

- Quotations in sealed envelope written notice number must be deposited in the Quotation **Box to Supply Chain Management Offices Civic Centre(Next to Security ) Lebowakgomo between 07h30 and 16h30**

- Closing date for submission will be 15/11/2013 at 11H00
- Quotations must be accompanied by a valid and original Tax Clearance Certificate, Certified copy of CK/Company registration certificate, Certified copy of BBBEE status level certificate from an accredited agency, auditors or accountants, municipal rates / proof of residents, Certified copy of I.D, Municipal rates statement/letter from traditional authority, accreditation certificate, MDB 1, MBD6.1 ,MBD4, and MBD8 forms obtainable from on the Municipal website and Supply Chain Offices.
- Fixed prices must be valid for thirty (30) days.
- Price(s) quoted must be firm and inclusive of VAT
- Quotations must be on an official letterhead of the company
- A firm delivery period must be indicated
- Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your bid.
- No pricing option is allowed. Only one price for one brand must be supplied.
- Please indicate the brand which is quoted and that which will be delivered(if applicable)
- Suppliers must be in a position to deliver within 14 days upon receipts of official order.
- Quotations will be evaluated on an 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBEEA of 2003 and preferential procurement regulations of 2011.(More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited or to be verified)

### **Please Note**

- No quotation by facsimile or by e-mail will be accepted
- SCM Enquiries in this regard can be directed to **Mantwa / Lerato** At Telephone **015 633 4531** During office hours ( **Mobile Office**)
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation only

**ACTING MUNICIPAL MANAGER**

**Ms L.A MODIBA**