



LEPELLE-NKUMPI LOCAL MUNICIPALITY

Postal Address
Private Bag X07
CHUENESPOORT
0745

www.lepelle-nkumpi.gov.za

Physical Address
170 BA Civic Centre
Unit F, LEBOWAKGOMO, 0737
Tel : (+27)15 633 4500
Fax : (+27)15 633 6896

REQUEST FOR QUOTATION (RFQ)

TRAINING SERVICES REQUIRED FOR PROJECT MANAGEMENT COURSE

QUOTATION NUMBER: QT006/14/15 –RE ADVERT

Suitable service providers are hereby invited to submit written quotations for provision of training services for project management course

ITEM NO.	DESCRIPTION	QUANTITY
1.	<p><u>Requirements for introduction to Project Management Course</u></p> <ul style="list-style-type: none"> ➤ NQF L7 ➤ Minimum of 3 Months accredited Intro to Project Management Programme ➤ Contact/Block classes 5 days per month for 3 months ➤ Accredited training provider with relevant SETA and valid accreditation certificate or registered institution of higher learning. <p><u>Course content</u></p> <ul style="list-style-type: none"> ➤ Project initiation ➤ Project planning ➤ Project execution ➤ Project monitoring and controlling ➤ Project close out process ➤ Project team plan ➤ Need identification ➤ Project communication and documentation ➤ Project management concepts 	20

MUNICIPAL CALL CENTRE NUMBER: 0800 222 011

“Motho ke motho ka batho”



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Learning outcome

On completion of the course, the learner should be able to:

- Interpret and familiarize the environment in which project happens and many different disciplines that are involved
- Memorize the concepts behind essential project management techniques and demonstrate an applied knowledge of how and when to utilize them
- Generate project plans by developing practical garnered techniques repetitious practice of the core disciplines of project management

Course fees must include :

- Training
- Learning materials
- Assessment ,moderation and verification
- Competency certificates
- Training venue (around Polokwane)
- Lunch time meals and refreshments (pap,rice,chicken,beef,2 salads and 2 vegetables ,gravy and assorted drinks 330ml)
- Two bottled mineral water 500ml per day

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
- Quotations must be accompanied by the following(Failure to attach will lead to disqualifications):
 - **Valid and original Tax Clearance Certificate**
 - **Copy CK/Company registration certificate,**
 - **Certified copy of BBBEE status level certificate from an accredited agency, auditors or accountants,**
 - **Certified copy of accreditation certificate with SETA**
 - **Certified copy of I.D of members or Directors**
 - **Statement of Water and Lights rates/letter from traditional authority/lease agreement**
 - **MDB 1, MBD6.1, MBD4, and MBD8 forms obtainable from the Municipal website(www.lepelle-nkumpi.gov.za) and Supply Chain Offices.**

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- Fixed prices must be valid for at least 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 on the quotation
- Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your quotation.
- No pricing option is allowed. Only one price for one brand/product must be supplied.
- Please indicate the brand which is quoted and that which will be delivered, if applicable
- **USAGE OF TIPPX/ERASING FLUID NOT ALLOWED**
- **Suppliers must be in a position to deliver within at least 14 days upon receipts of an official purchase 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, 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.

Please Note

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Ms. Mantwa Ramothole** on **015 633 4531** During office hours (Mobile Office)
- Technical specification enquiries should be directed to **Ms. Patience Mello** at **015 633 4530**
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY

Issued on 02/04/2015

Closing date for submission will be **17 /04/2015 at 11H00**

MR. N.L RAMOTHWALA
ACTING MUNICIPAL MANAGER

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