



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

**Postal Address**  
Private Bag X07  
CHUENESPOORT  
0745

[www.lepelle-nkumpi.gov.za](http://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 FOR COMPUTER TRAINING FOR 60 COUNCILLORS.**

**QUOTATION NUMBER: QT012/2017/2018**

Suitable service providers are hereby invited to submit formal written quotations for Computer training.

ITEM NO.	DESCRIPTION
1	<p>COMPUTER TRAINING FOR 60 COUNCILLORS</p> <p>Specification:</p> <ul style="list-style-type: none"><li>• Basic computer literacy(Introduction to PC , Microsoft word, outlook, power point &amp;internet explorer)</li><li>• Price must include computer training manuals and Centre</li><li>• Duration of training must be 5 days</li><li>• Price must include lunch and 2 bottled water for each learner per day.</li><li>• Competency certificate for learners after completion must be provided</li></ul>

### **Conditions**

#### **FUNCTIONALITY**

It is important that the tenderer provides information as requested as this information will be used for functionality in which a minimum of 60 points must be scored to move to the next stage of evaluation. The scoring will be according to the table below:

**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**

***"Motho ke motho ka batho"***



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<b>Company Experience (Certified copy of appointment letters or purchase orders for similar trainings qualifies points)</b>		15 633 4500 15 633 6896
0 - appointment/purchase orders	30	
1-3 appointment/purchase orders	60	
4 and above - appointment/purchase orders	100	
<b>Total</b>	<b>100</b>	
<b>Total Points Achievable</b>	<b>100</b>	
<b>Minimum Score required</b>	<b>60</b>	

**Bidders must score a minimum of 60 percentage points out of the 100 percentage to qualify for further evaluation.**

- 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 Tax Clearance Compliance Status which include a unique Pin**
  - **Central Supplier Database Summary Report**
  - **LGSETA Accreditation**
  - **Copy of CK/Company registration certificate,**
  - **Copy of BBBEE status level certificate from an accredited agency, auditors or accountants,**
  - **Certified copy of I.D of members or Directors**
  - **Statement of Water and Lights rates/letter from traditional (including headman) authority/lease agreement for both company and all directors (If the statement of municipal rates and taxes are not in bidder's name and the bidder is residing in that property, an affidavit from SAPS must be attached.)**
  - **MDB 1, MBD6.1, MBD4, and MBD8 forms and General conditions of contract (GCC) obtainable from the Municipal website ([www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)) and Supply Chain Offices which must be completed in full and each page initialized.**

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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 TIPPEX/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 functionality at 100 points and on 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 2017. (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 and Alucia Talane** on **015 633 4602/4531** during office hours ( Mobile office)
- Technical specification enquiries should be directed to **Ms M Mphahlele** on **015 633 4601/4522** during office hours
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY

Issued on 24/10/2017

**Closing date** for submission will be **01/11/2017 at 11H00**

**MR TB MOTHOGOANE**  
**MUNICIPAL MANAGER**

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