

RATLOU LOCAL MUNICIPALITY



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Private Bag X209
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2772

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION	: BASIC COMPUTER LITERACY FOR COUNCILLORS
TENDER NO	: NW381/CORPS30-NOV-OS/2017/2018
DATE PUBLISHED	: 01 NOVEMBER 2017
BRIEFING SESSION	: N/A
CLOSING DATE	: 10 NOVEMBER 2017
TIME	: 11H00a.m
SUBMISSION ADDRESS	: RATLOU LOCAL MUNICIPAL OFFICES SETLAGOLE VILLAGE TENDER BOX (GENERALLY OPENED 24 HOURS AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

NB No copies of certified copies will be accepted.
All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).

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- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.
- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

N.B Failure to comply with these conditions may invalidate your offer.

SPECIFICATIONS FOR BASIC COMPUTER LITERACY FOR COUNCILLORS

#	NAME OF PROGRAM	UNIT STANDARD	NQF LEVEL	CREDITS	BENEFICIARIES
1	Word processing	SAQA ID: 117924	NQF: L3	5	28
2	Spreadsheets	SAQA ID: 116937	NQF: L3	4	28
3	Email	SAQA ID: 116945	NQF: L3	2	28

SPECIAL CONDITIONS OF CONTRACT

- ✓ The service provider must issue accredited certificate after completion of the program
- ✓ Duration of the program **5 DAYS**

FUNCTIONALITY

Confirmation Letters of similar Work Conducted –
(Confirmation letter should be in a letter head of your previous client) **30**

5 Confirmation letters and more	30
3 - 4 Confirmation letter	20
1 - 2 Confirmation letter	10
No Confirmation letters	0


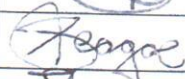


Experience of the bidder in similar field (CVs of key personnel to be attached)

6 years and above	20
4 – 5 years	20
1 – 3 years	10
Less than a year	05
	0

Registration with relevant SETA	50
Registration with MICT SETA	50
No registration with MICT SETA	00

NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
C Tjale	Chairperson	
K. Phutieagae	Member	
T Seleke	Member	
E Moroeng	Requesting Department	 E.Mo

Approved / Disapproved



**Patience Lekgetho
Acting Municipal Manager**