

# SUPPLY CHAIN MANAGEMENT UNIT



Office of the Chief Financial Officer

21 AUGUST 2019

QUOTE NO: RFQ20

NOTICE NO: 48/2019

REF NO: 1/2/1/58

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "SERVICE PROVIDERS FOR TRAINING INTERVENTION: BASIC TRAINING FOR EMPLOYED EMPLOYEES ON ENVIRONMENT PRACTICE FOR 25 EMPLOYEES

TO THE QUOTATION BOX SITUATED AT: **SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)**

**C/O LOUW AND HF VERWOERD STREET**

**HEIDELBERG**

**1438**

ALL ENQUIRIES REGARDING SPECIFICATIONS SHOULD BE REFERRED TO MR BABI MOHALE OR ACTING MUNICIPAL MANAGER AND EXECUTIVE MANAGER CORPORATE & LEGAL Adv. GUGULETHU THIMANE @016 492 0084 OR SIBULELO NXATHI @016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

DATE: 29 AUGUST 2019 AT 12H00

**SPECIFICATIONS: SERVICE PROVIDERS FOR TRAINING INTERVENTION IN THE FOLLOWING FIELD:**

- SKILLS PROGRAMME ENVIRONMENTAL PRACTICE SAQA (49552) 25 EMPLOYEES

**The training intervention service providers must:**

1. Be accredited with different sector training authority
2. Must be registered as a training centre
3. Must indicate Unit Standards as per SETA requirements
4. Submit valid Accreditation Certificates
5. Skills Programme as per LGSETA rate

**The service provider will be required:**

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1. To train officials on the above training interventions
2. To provide their own training materials
3. To cover the course curriculum
4. To provide results and certificates of participants after moderation and assessments.

**The training must cover (and not be limited to) the following areas.**

1. Demonstrate an awareness of the impact of human activities on the environment
2. Demonstrate an understanding of how to participate effectively in the workplace
3. Demonstrate knowledge of diversity within different relationships in the South African society
4. Frame and implement an individual action plan to improve productivity within an organizational unit
5. Identify potential hazards and critical safety issues in the workplace
6. Recognize, group, use and care for materials which can impact on health and the environment
7. Select, use and care for hand tools and basic equipment in environmentally related contexts
8. Analyze cultural products and processes as representations of shape, space and time

**Bidders are required to submit an official quote on the company letterhead.**

Name of Company: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Pin Provided by Sars or CSD report
- Forms listed below (MBD1, MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9)
- Latest municipal account
- Valid Accreditation Certificates

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**Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.**

**Evaluation Criteria:** 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and Clearance for water and lights forms are obtain at no cost from Ms Sibulelo Nxathi (016)492 0202 @ Procurement office should be scrutinized, completed and submitted together with your quotation. All objections and complains must be lodge within 14 days and in writing to the municipal's managers office.

<b>Designated Group: An EME or QSE which is last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

**NB: Bidders who did not submit an original or certified copy of their B-BBEE Certificate will not be allocated preference points.**

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link:[business.support@csd.gov.za](mailto:business.support@csd.gov.za). No business will be conducted with any person who is not registered on this database.

**BIDDERS ARE WELCOME TO ATTEND THE OPENING ON THE CLOSING DATE**