



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

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES TO MS LINDIWE MSIBI OFFICE AT FINANCE DEPARTMENT, LESEDI OFFICES, CNR H.F VERWOERD AND DU PREEZ STREET HEIDELBERG 1438, ON OR BEFORE 8th OF APRIL 2009 @ 12HOO.ALL ENQUIRIES SHOULD BE REFERRED TO MS LINDIWE MSIBI OR MR PAUL MALGAS @ 016 340 4430 OR MR MAVA BELLE @ 016 340 44465.

DEPARTMENT: CORPORATE AND LEGAL

DATE: 2 April 2009

ITEM DESCRIPTION:

1. Telephone Etiquette

This training course is focused on training front line and clerical staff to be able to acquire efficient telephone skills.

The service provider should have full accreditation. The course should also be fully accredited, and NQF aligned (Accreditation, NQF level, Unit Standards and Credits should be clearly indicated). The duration of the course should be not more than 1 working days. The number to attend this course is 15 employees.

2. Advanced Safety Course

This training course is focused on training the Occupational Health and Safety representatives to conduct their duties in order for the organization to comply with the relevant legislation.

The course content should include:

An understanding of the safety, health and environmental requirements in a workplace; apply safety, health and environmental principles and procedures in a workplace. Exercise safety, health and environmental responsibilities in a workplace. Acquiring an understanding of employee health and wellness and how it links with occupational health and safety in the workplace.

The service provider should have full accreditation. The course should also be fully accredited, and NQF aligned (Accreditation, NQF level, Unit Standards and Credits should be clearly indicated). The duration of the course should be not more than 5 working days. The number to attend this course is 25 employees.

3. Machine Operators:

This training course is focused on training general workers in the safe operation of machinery that they use in the daily execution of their duties, which are brush cutters and kudu lawnmowers.

The service provider should have full accreditation. The course should also be fully accredited, and NQF aligned (Accreditation, NQF level, Unit Standards and Credits should be clearly indicated). The duration of the course should be not more than 2 working days. The number to attend this course is 15 employees.

4. **Turf Maintenance**

This course is intended for general workers on the Municipal sport turfs, to be able to maintain them.

At the end of the course the delegates must be competent in identifying and preparing soils for sports turf, install an underground drainage system in an agricultural field, understand basic plant structure, apply primary and secondary cultural practices to sports turf, that would include to fertilize soil and attend to basic plant nutrition, recognize pests, disease and weeds, apply engine maintenance operations, mowing sports turf areas, prepare, operate and maintain a tractor and operate bush cutters that includes recognizing grasses and plants utilized in sports turf facilities.

The service provider should have full accreditation. The course should also be fully accredited, and NQF aligned. The duration of the course should be not more than 10 working days. The number to attend this course is 15 employees.

Name of Company: _____ **Contact person:** _____

Telephone No: _____ **Fax/E-mail:** _____

The following information must be submitted with the quotation:

- Original tax clearance certificate
- Forms listed below (Evaluation Criteria)
- Latest Municipal Account

Evaluation Criteria: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose MBD 2, MBD 4 and MBD 6.1 forms are obtainable at **no cost** from Ms Lindiwe Msibi @ Procurement Office should be scrutinized, completed and submitted together with your quotations.

a) All quotations received will be evaluated on the basis of functionality (20 %) and price (60 %). With regard to functionality the following criteria will be applicable and the maximum weights is indicated brackets:

- 1) Compliance with the specifications set out on the advert (5)
- 2) Previous experience in the field (5)
- 3) NQF Alignment (5)
- 4) Unit Standards (5)

For each criterion a score of 0-5 will be allocated and multiplied by the weighting factor. After evaluation the score will be totalled. The most suitable candidate will then be selected.

P.J. VAN DEN HEEVER
MUNICIPAL MANAGER