

## LESEDI LOCAL MUNICIPALITY, Gauteng

### REQUEST FOR TENDERS

The Lesedi Local Municipality hereby invites bids from experienced, suitably qualified and fully accredited service providers to provide training in the following fields:

- A. PROJECT MANAGEMENT
- B. INTRODUCTION TO INFORMATION TECHNOLOGY (MICROSOFT OFFICE SUITE 2007)
- C. SPORT TURF MAINTENANCE
- D. EXECUTIVE SUPPORT STAFF PROGRAMME
- E. BASIC OF THE LOCAL GOVERNMENT POLICY PROCESS
- F. DIVERSITY MANAGEMENT
- G. CLEANING PROGRAMME OF MUNICIPAL BUILDING

Queries for the abovementioned bid may be directed to Mr Mava Belle: Tel no: (016) 340 4397 during office hours Mon to Fri 07:30 – 16:00.

#### **Closing date: 6 OCTOBER 2009**

The tender documents together with the terms of reference which are important for the preparation of the tender will be made available from Ms Lindiwe Msibi or Mr Paul Malgas at the Supply Chain Office of the Municipality, Heidelberg as from 23<sup>rd</sup> of September 2009 at a non refundable fee of R150.00 payable at rates and taxes hall during office hours Monday – Friday, 07:30 – 15:30. Bank guaranteed cheques are to be made out to Lesedi Local Municipality

Completed proposal(s) and tender documents must be submitted in sealed envelope clearly marked: **“TENDER NO: 28/2009: FOR THE IMPLEMENTATION OF THE WORKPLACE SKILLS PLAN”**

Bids must be placed in the Tender Box situated at the Development and Planning Department Municipal Building, cnr H F Verwoerd and Du Preez Street , Heidelberg, which is accessible during office hours Monday – Friday, 08:00 – 16:00 on or before **12:00, 6 October 2009 (closing Date) No late, no e-mailed or no faxed bids will be considered.**

Bidder's attention is specifically drawn to the provisions of the rules which are included in the bid documents. The Council reserves the right to accept any bid or part thereof and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed. Bids completed in pencil will be regarded as invalid bids.

All bids will be evaluated on a 80/20 principle based on the compliance with all criteria as set out in the general conditions of contract, experience and according to the preferential point goals as indicated in the bid documents. **It is a condition of this bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

Lesedi Local Municipality Offices  
PO Box 201  
HEIDELBERG, Gauteng  
1438

**PJ VAN DEN HEEVER  
MUNICIPAL MANAGER**

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Notice Nr : 79/2009  
Tender Nr: 28/2009; Ref Nr: 8/2/1/350