



Mukwevho Rofhiwa (SCM)  
(011) 951-2541

Stanley Maleka (Human Resources)  
(011) 951-2468/0837640258

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**(Over R30 000.00 up to a transaction value of R200 000.00 VAT included)**

Kindly furnish Mogale City Local Municipality with a written quotation for the supply of the following services: **Q: CORP (HR) 06/2008**

**QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDERS FOR THE PROVISION OF TRAINING PROGRAMMES**

Closing date and time: **WEDNESDAY 04 JUNE 2008 @ 12:00**

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The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than the date and time as indicated on the attached schedule to:

**Mogale City Local Municipality  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing – Reception Desk Electricity Sub-Directorate  
Tender Box 1  
Fax number: 0866548618**

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The following conditions will apply:

- Quotation documents available from website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or from the Supply Chain Management Section (Tumi Ramatsie) at (011) 951-2541/11, Finance Dept, Civic Centre, Krugersdorp.
  - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
  - Price(s) quoted must be firm and must be inclusive of VAT.
  - A firm delivery period must be indicated.
  - A valid, original tax clearance certificate must be attached.
  - This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the **enclosed forms**:
    - **MBD 2: Tax clearance certificate;**
    - **MBD 4: Declaration of interest;**
    - **MBD 6.1: HDI preference points (10);**
    - **MBD 6.3: Preference points for SMME's (5) &**
    - **MBD 6.11: Preference points to Mogale based companies (5)**
- must be scrutinized, completed and submitted together with your quotation.

**IF THE MBD FORMS ARE NOT COMPLETED AND SUBMITTED WITH THE QUOTATION, THE TENDERER WILL FORFEIT THE 20 POINTS ALLOCATED IN TERMS OF THESE SPECIFIC GOALS**

- The successful provider will be the one scoring the highest points.

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

Failure to comply with these conditions may invalidate your offer.

The person to be contacted for further information is Stanley Maleka at (011) 951 2468/0837640258 Sub-Directorate: Corporate Support Services: Human Resources Department.

The request for quotations is to be advertised from the **27 MAY 2008 to 04JUNE 2008 and the closing date to be 04 JUNE 2008 at 12H00.**

Yours faithfully

**SPECIALIST: PROCUREMENT**

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**MOGALE CITY LOCAL MUNICIPALITY**

**QUOTATION CORP (HR) 06/2008: QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED AND ACCREDITED TRAINING SERVICE PROVIDERS FOR THE PROVISION OF TRAINING PROGRAMMES.**

**TERMS OF REFERENCE**

**TRAINING PROGRAMMES**

- Essential of Project Management
- Financial Management for Non Financial Managers
- Effective Report Writing

**The proposal for each training programme must include the following information:**

- Accreditation status as well as proof of accreditation.
- Contents of the training programme.
- Training programmes must be NQF aligned.
- Duration of the training programme.
- The cost of the training programme must be indicated per learner per day.

- Be able to conduct training for 15 -20 learners at a time.
- Assessment methodology must be outlined.
- Training Providers should be able to provide training in-house.

### **Technical Evaluation Criteria**

**Values: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good , 5 = excellent**

	CRITERIA	WEIGHTS
1	<ul style="list-style-type: none"> <li>• Qualifications, expertise and experience of individual team members in relation to the requirements set out within the terms of references 's for the team to be attached</li> <li>• The potential service provider's track record of similar or relevant work.</li> </ul>	15
2	<ul style="list-style-type: none"> <li>• Project methodology and the potential service provider's understanding of the work to be done i.e. Terms of reference</li> <li>• The detailed project implementation plan, including time frames for deliverables</li> </ul>	15
3	<ul style="list-style-type: none"> <li>• Skills transfer to MCLM</li> </ul>	10
	<b>TOTAL SCORE</b>	<b>40</b>

**TOTAL AMOUNT OF TRAINING AS PER  
ABOVE TERMS OF REFERENCE**

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**(INCLUDING VAT)**

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**SIGNATURE OF PERSON AUTHORISED  
TO SIGN QUOTATION DOCUMENT**

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