



## DR. NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

### INVITATION TO QUOTE PROVISION OF ADMINISTRATION TRAINING FOR 08 PEOPLE QUOTE NO: CORP -048/16/17

#### **REQUEST FOR QUOTES**

Quotations are hereby invited from suitably qualified service providers for Provision of Administration training for 08 people to the Municipality.

The quote will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows: **80 – Price, 20 - BBEE**. Late or faxed quotes will not be accepted and the Dr. Nkosazana Dlamini-Zuma Municipality reserves the right not to make an appointment. Failure to comply with the above conditions will invalidate your offer.

#### **AVAILABILITY OF DOCUMENTS**

Quote documents will be available from the 08<sup>th</sup> February 2017 at Creighton office during office hours until the 13<sup>th</sup> February 2017 before 10h00am. The cost of the quotation document is R130.00 which is non-refundable.

#### **DOCUMENTS TO BE SUBMITTED WITH THE BID:**

- Valid and original tax clearance certificate or PIN
- Certified copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Certified copies of ID's
- A certified copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other). A letter of exemption can be obtained from the Municipality for incumbents who do not pay for services together with a letter of proof of residency.
- Certified copy of B-BBEE certificate
- Proof of registration with CSD
- MBD 4,8,9
- Form of Offer

**CLOSING DATE:**

Quotes must be submitted in a sealed envelope clearly marked with the Quote number and closing date and dropped off in the tender box at the **Dr. Nkosazana Dlamini-Zuma Municipality Offices, Main street, Creighton** by no later than the **14<sup>th</sup> February 2017 at 12H00.**

**Enquiries may be directed to the following persons during office hours (08:00 – 16:30)**

SCM related enquires: Ms. N. Holiwe (039 8331038)

Technical Enquiries: Mr. J Sondezi (039 833 1038)

  
**MR. N. C VEZI**  
**MUNICIPAL MANAGER**

**ENTERED 07 FEB 2017**