

Elias Motsoaledi Local Municipality



P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
Fax: (013) 262 2893

Supply Chain Unit
Procurement

Our Ref:
Ons Verw: **PROCUREMENT**

Correspond with the Municipal Manager
Korrespondeer met die

19 May 2014

RE-ADVERT: INVITATION TO QUOTE

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items.
The price must indicate vat as well as delivery (where applicable).

In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain policy

SPECIFICATION FOR THE TRAINING SERVICE PROVIDER

NO	ITEM	QUANTITY
1	<ul style="list-style-type: none"> One Day Training on Revitalization of Payment of Municipal Services on Billed Areas 	60

TECHNICAL FUNCTIONALITY

Evaluation criteria	Evidence	Points
1. Experience in training	Above 5 years experience	10
	Between 3 – 5 years	7
	Below 2 years	5
2. Personnel qualification	NQF 7 and above	10
	NQF 6	7
	NQF 5	5
3. Previous institutions serviced and project value	Above R50 000	10
	Between R30 000 – R490 000	7
	Below R30 000	5

SCOPE OF WORK

- Train the field workers on data data-capturing
- Train the field workers on the communication skills
- Train the field workers on the interviewing skills
- Customer case and support orientation.

Quotations must be deposited in a box marked "**Training on Revitalization**" not later than **26 MAY 2014 at 12:00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (SCM UNIT) at 013 262 3056.

Minimum Requirements:

- Certified Copy of a valid tax clearance certificate
- Certified Copy of a valid Company registration certificate
- Certified Copy of BBBEE certificate or An EME letter from Accountants or Auditors (**Failure to submit BBB-EE or EME letter No points will be allocated, but will be evaluated further**)
- Registered with relevant **SETA**
- Knowledge of Local Government legislation and environment.
- Experience in training personnel in the Local Government environment.

General Notes

- The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all



Mr W PHALA
ACTING MUNICIPAL MANAGER