

**CQ 3445-02**

**APPOINTMENT OF SERVICE PROVIDER TO CONDUCT TRAINING – MICROSOFT EXCEL INTERMEDIATE AND  
ADVANCED – 20 LEARNERS**

In Terms of Regulation 18 of the Municipal Supply Chain Management Policy, KwaDukuza Municipality Invites Closed Quotes for the above.

The physical address for payment of the documents is: Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. Documents are sold at R26.00 (vat inclusive). (Cash or EFT only). For queries relating to the issuing of these documents: Contact Melishia- melishian@kwadukuza.gov.za / 032 437 5129– Technical Queries Goodenough Ngwane: 032 437 5152.

Closed Quotes shall be stapled and placed in sealed envelopes, endorsed “**CQ 3445-02 – TRAINING – MICROSOFT EXCEL**” and must be placed in the Closed Quote Box at the SCM Unit, No.2 Industria Crescent, KwaDukuza, not later than **12h00 on the 3<sup>RD</sup> March 2023** where all quotes will be opened in public. Late, electronic or faxed Quotes will not be accepted.

**Bids will be evaluated and adjudicated according to the following criteria:**

- **80/20 preference points system will apply in terms of the Preferential Procurement Regulations, 2022 (Points claimed will be scored for specific goals and proof of such claim must be provided with your Bid). Failure in providing relevant proof will result in no points being awarded for specific goals /preference points.**
- Council's Supply Chain Management Policy, MFMA, Council's Preferential Procurement Policy and other Applicable Legislation.
- Service Providers Shall be registered on the National Treasury's Central Supplier Database
- Prices tendered must be firm and inclusive of VAT
- The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order will be verified against the information recorded on the Central Supplier Database (CSD).
- Service providers to complete in full all Applicable MBD's.
- A copy of the most recent municipal account / utility bill in which the business is registered or any of its Directors, District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant then a letter or certificate from the landlord indicating that the Municipal Services are not in arrears OR a letter from the Ward Councillor or an Affidavit stating that the ward in which the business operates is Exempt from paying Municipal rates and taxes or Municipal Services. **(the validity of the contents of the letter or affidavit in respect of rates will be tested with the Municipal Finance Rates office).** Failure to submit this will lead to your bid being deemed as non-responsive.
- RDP Criteria applied for this CQ: **Service providers who reside/ operate within the KZN Province will be considered.** Proof of address by way of Municipal Utility bill or an Affidavit to confirm Locality must be provided with your bid.
- **Be SETA accredited and SAQA registered.**
- **SAQA unit standards: 116940 ; 116943**
- Compliance with Regulation 27(2) of the Supply Chain Regulations (Where brand names maybe specified or an equivalent will suffice)
- Failing to Comply with the above-mentioned Criteria will deem your bid as being Non-Responsive.

All prospective Bidders will be screened in accordance with the National Treasury's Defaulters Data Base. Council does not bind itself to accept the lowest quote or any quote and reserves the right to accept any part or the whole of any quote and preference will be given to Affirmable Business Enterprises. No bids will be considered from persons in the services of any organ of state.