




MOQHAKA LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (Over R30 000.00 up to a transactions value of R200 000.00 VAT included)

REFERENCE NUMBER: 2/1/2021-22 CLOSING DATE: 25 FEBRUARY 2022 CLOSING TIME: 12:00 PM

NON-REFUNDABLE FEE: R176.00

Description	Contact Person
<p><u>Moqhaka Local Municipality hereby invites Accredited and Reputable Service Providers to submit quotations for the following (In-house) training interventions SHORT COURSES</u></p> <p><u>SPECIFICATIONS IS AS FOLLOWS:</u></p> <ul style="list-style-type: none">• Provider must be accredited with the LGSETA.• Must provide proof of providing training for similar training programmes (referral letters that proves that the provider was appointed and completed training).• Providers will be required to provide training on the following short courses: <p>Protection of Personal Information Act No. 4 of 2013 (POPI Act) for 50 municipal employees (1 Day) Regulation 21 Fire Arm Training:- 40 municipal employees (2 days) Customer care Services: with reference to 8 Batho Pele Principles and POPIA:- 20 Municipal employees (2 days) Managerial Skills Level 1:- 30 municipal employees (3 days) Finance for Non-Financial Managers:- 25 Municipal employees (3 days) Report Writing & Minutes Taking:- 20 Municipal employees (3 days) Disciplinary Procedures Training:- 20 Municipal employees (3days) Managing absenteeism in the workplace:- 20 Municipal employees (3days) Conducting and managing meetings:- 44 Councillors (3days) Leadership, Ethics and Governance Programme:- 44 Councillors (3 days) Safety, Health and Environmental Management: - 20 Municipal Employees (2 days) Employment Equity Training – 22 members of EE committee (3 days)</p>	<p>Me Keke Moabi Tel: 056 216 9414 Email Address: kekem@moqhaka.gov.za</p> <div data-bbox="1050 1055 1433 1312" style="border: 1px solid black; padding: 5px; text-align: center;"><p>SUPPLY CHAIN MANAGEMENT VERIFIED FOR COMPLIANCE</p><p>2022 -02- 15</p><p>Official Signature </p></div>

ELIGIBILITY CRITERIA

- Are willing and able to supply the required material within 30 days from receiving the official appointment letter,
- Are willing and able to keep their cast prices/ rates fixed for the maximum period of 45 days from date of the RFQ closing- Shall be eligible to participation further on price and preferential points.
- Quotes in line with these pro ranges (R30 000.00 – R200 000.00) will be considered for further evaluation.
- **Suppliers should submit a copy of the brochure of the items to be provided.**

palesal@moqhaka.gov.za or agnesm@moqhaka.gov.za, after which the complete document containing the MBD forms will be forwarded to the bidder.

Moqhaka Local Municipality Banking Details:

Bank: ABSA Bank Kroonstad
Account Number: 40-5327-4876
Branch Code: 334536
Bidder Reference: Company Name and RFQ Number

SUBMISSION DETAILS

The quotation and supporting documents sealed in an envelope and externally endorsed with the relevant quotation number and description and placed in a bid box, on the Ground Floor, Municipal Building, Hill Street, Kroonstad. Or via e-mail to agnesm@moqhaka.gov.za and palesal@moqhaka.gov.za

CONTACT DETAILS FOR ENQUIRIES

All enquiries pertaining to Supply Chain Management Matters contact 056 216 9303 / 9143.
For Technical, queries contact Ms K. Moabi at 056 216 9414.

